

Resolution No: 16-1196
Introduced: November 17, 2009
Adopted: November 17, 2009

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Approval of the FY2010 budget savings plans for County Government, Montgomery County Public Schools, Montgomery College, and the Maryland-National Capital Park and Planning Commission

Background

1. On May 21, 2009 the Council approved the FY2010 operating budget for the County Government in Resolution No. 16-970. Action clause 49 stated that: "As a condition of spending any funds appropriated in this resolution and not disapproved or reduced under Charter Section 306, the Executive must transmit to the Council any recommended budget savings plan or similar action.... Any budget savings plan or similar action is subject to review and approval by the Council...."
2. In a memorandum to the Council President dated October 28, 2009, the Executive proposed the following savings for the remainder of FY2010 to help eliminate a large projected operating budget gap in FY2011:

Agency	Proposed Savings
County Government	\$16,593,800
MCPS	9,702,700
Montgomery College	1,070,790
M-NCPPC	2,180,000
Total	\$29,547,290

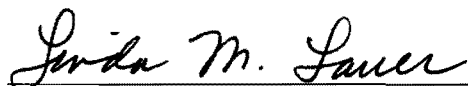
3. The Council's Committees reviewed the proposed savings.

Action

1. The County Council for Montgomery County, Maryland approves the FY2010 budget savings plans shown in the table below with detail on the following pages and in the attached documents.

Agency	Proposed Savings
County Government	\$16,593,800
MCPS	9,900,000
Montgomery College	1,070,790
M-NCPPC	2,180,000
Total	\$29,744,590

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council

FY10 Budget Savings Plan

Compared to the Executive's proposed plan:

Positive amounts are expenditure reductions (budget savings)

Negative amounts are expenditure increases (not budget savings)

I. The Executive proposed the following savings:

Dollars

County Government	16,593,800
MCPS	9,702,700
Montgomery College	1,070,790
MNCPPC	2,180,000
Total	29,547,290

II. The Council made the following changes to the savings the Executive proposed for County Government:

Department of Transportation:	
Reduce the Bikeway Maintenance Program by \$50,000, not \$100,000	(50,000)
Reduce the Friendship Heights Super Fare Share Program by \$55,000, not \$91,000.	(36,000)
This would retain \$36,000 to fund outstanding employer commitments for the balance of FY10.	
Reduce the North Bethesda Super Fare Share Program by \$49,000, not \$137,000.	(88,000)
This would retain \$88,000 to fund outstanding employer commitments for the balance of FY10.	
Further reduce the Roadway and Related Maintenance Program, which is budgeted at \$18.9 million, by \$174,000 to counterbalance the smaller reductions noted above.	174,000
Net change to savings the Executive recommended for County Government	0
Savings the Council approved for County Government	16,593,800

III. MCPS

Executive's proposed reductions	9,702,700
Additional reductions, MCPS proposed and the Council accepted	197,300
Savings the Council approved	9,900,000

IV. Montgomery College	
Executive's proposed reductions	1,070,790
Executive's proposed reductions that the Council did not approve	0
Savings the Council approved	1,070,790

V. MNCPPC	
Executive's proposed reductions	2,180,000
Attempt to retain the program to kill invasive plants	(48,100)
Alternative reduction, to be identified by Parks	48,100
Savings the Council approved	2,180,000

SUMMARY The Council approved the following savings:	
County Government	16,593,800
MCPS	9,900,000
Montgomery College	1,070,790
MNCPPC	2,180,000
Total savings the Council approved	29,744,590

Additional savings compared to the Executive	197,300
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OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

October 28, 2009

TO: Phil Andrews, President
County Council

FROM: Isiah Leggett, County Executive

SUBJECT: FY10 Savings Plan

A handwritten signature in black ink, appearing to read "Isiah Leggett", is written over the "FROM:" line of the memorandum.

Attached please find my Recommended FY10 Savings Plan for Montgomery County Government, as well as the other tax supported County Agencies. The attached plan identifies savings of nearly \$30 million from the current year that will be applied to close the projected gap of nearly \$370 million in FY11. We have worked to identify savings that minimize the impact upon direct services, especially to public safety and our most vulnerable residents. However, service reductions are unavoidably included in the attached proposed plan.

It is critical to consider this proposed savings plan in the context of the looming budget gap for FY11. As I have previously noted, the projected FY11 budget gap is currently nearly \$370 million. This projection does not include any shortfalls resulting from additional State aid reductions, additional revenue shortfalls or additional shortfalls that may result from the State Board of Education's maintenance of effort decision. We must realistically and responsibly plan for these challenges.

This proposed savings plan was also developed in the context of significant reductions made over the last three years. Even before the current economic downturn, I worked to bring our previously unsustainable rate of budget growth under control. As a result of three years of effort, I have brought the rate of growth down from over 14.1% to -0.4% and closed budget gaps totaling nearly \$1.2 billion. There are few "easy" reductions left to make. Given the projected FY 2011 gap, we must roll up our sleeves and begin to make the difficult decisions now.

As in the past, the Council may not be supportive of some of my proposed reductions. If the Council insists on not supporting the attached proposed reductions, I strongly recommend that it propose offsetting reductions in other areas of the budget to maintain the total amount of savings that can be used to close the projected FY11 budget gap. We are only in the first step of the process in resolving the FY11 budgetary gap and more difficult choices remain ahead in confronting these challenges. Deferring needed savings at this time will only temporarily postpone the urgent need to make difficult choices in the future. In fact, the less time in which agencies have to make the necessary reductions, the deeper and more difficult those reductions will need to be to achieve the same savings. Resolution of the budget gap is problematic because even more difficult and complex issues will need to be addressed during the Council's short time for reviewing and approving the annual budget.

And as I have made clear, I do not support and will not recommend exceeding the charter limit on property taxes in the FY11 operating budget.

Because of the weakness in the current local and national economy and the State's continuing fiscal challenges, I urge the Council to quickly approve the reductions proposed in the attached Savings Plan. The projected gap for FY11 may significantly worsen in the near future because of continued revenue deterioration and the very real potential for further and substantive reductions in State Aid. We have already absorbed cuts of nearly \$20 million in State Aid in this year and I believe further Aid reductions may be imminent.

The attached plan includes proposed targets for Montgomery County Public Schools (MCPS), the Maryland-National Capital Park and Planning Commission (M-NCPPC), the Housing Opportunities Commission (HOC), and Montgomery College (the College). The principals of these agencies have expressed their willingness to cooperate in resolving our shared fiscal challenges.

I strongly urge the Council to expedite its review and approval of the attached Savings Plan, so that the necessary actions can be implemented as soon as possible. My staff is available to assist the Council in its review of the attached proposal. Thank you for your support of our efforts to preserve our most important services while preserving the fiscal health of the County Government.

	Approved FY10 Budget	Savings Plan Target	Agency as % of Total Budget	Target as % of Savings Plan	Target as % of Budget
MCG	1,585,853,910	16,593,800	42.4%	56.4%	1.1%
MCPS	1,940,540,941	9,702,700	51.9%	32.7%	0.5%
College	107,079,321	1,070,790	2.9%	3.6%	1.0%
MNCPPC	106,646,100	2,180,000	2.9%	7.3%	2.0%
Total	3,740,120,272	29,547,290			0.8%

Notes:

1. Amounts above exclude debt service.
2. The College budget above is the FY10 local contribution.
3. MCG savings plan target above does not include approximately \$89,000 in increased revenues

c: Timothy L. Firestine, Chief Administrative Officer
Department and Office Directors
Dr. Jerry Weast, Superintendent, Montgomery County Public Schools
Dr. Hercules Pinkney, Interim President, Montgomery College
Royce Hanson, Chair, Montgomery County Planning Board
Michael J. Kator, Chair, Housing Opportunities Commission
Kathleen Boucher, Assistant Chief Administrative Officer

FY10 SAVINGS PLAN ANALYSIS

Fund/Department Name	FY10 Approved (per Council Resolution 16-970)	CE Recommended		Savings as a percent of Original FY10 Budget
		Total \$	Revenue	
Tax Supported				
General Fund				
Board of Appeals	617,520	-7,000	0	-1.1%
Circuit Court	10,410,980	-52,050	0	-0.5%
Commission for Women	1,197,670	-26,950	0	-2.3%
Consumer Protection	2,442,010	-54,950	0	-2.3%
Correction and Rehabilitation	65,414,400	-327,070	0	-0.5%
County Attorney	5,224,980	-137,680	0	-2.6%
County Council	9,057,090	-203,780	0	-2.2%
County Executive	6,399,960	-144,000	0	-2.3%
Economic Development	7,628,240	-171,640	0	-2.3%
Emergency Management and Homeland Security	1,346,940	-6,730	0	-0.5%
Environmental Protection	3,013,960	-67,810	0	-2.2%
Ethics Commission	272,390	-6,130	0	-2.3%
Finance	9,751,930	-219,420	0	-2.3%
General Services	27,970,950	-629,350	0	-2.3%
Health and Human Services	194,074,350	-971,550	-1,180	-0.5%
Housing and Community Affairs	5,066,790	-114,000	0	-2.2%
Human Resources	8,522,410	-203,330	0	-2.4%
Human Rights	2,160,810	-48,620	0	-2.3%
Inspector General	634,730	-14,280	0	-2.2%
Intergovernmental Relations	877,400	-19,740	0	-2.2%
Legislative Oversight	1,341,070	-27,000	0	-2.0%
Management and Budget	3,703,890	-83,340	0	-2.3%
Merit System Protection Board	159,960	-2,500	0	-1.6%
NDA - Desktop Modernization	6,839,290	-153,880	0	-2.2%
NDA - Housing Opportunities Commission	6,136,340	-30,680	0	-0.5%
NDA - Leases	19,225,800	-432,580	0	-2.2%
People's Counsel	246,520	-5,390	0	-2.2%
Police	246,262,150	-1,231,310	0	-0.5%
Public Information	1,215,210	-27,340	0	-2.2%
Public Libraries	37,569,400	-1,595,310	0	-4.2%
Regional Services Centers	4,140,360	-93,260	0	-2.3%
Sheriff	20,631,770	-103,160	0	-0.5%
State's Attorney	12,148,340	-60,740	0	-0.5%
Technology Services	31,844,190	-716,490	0	-2.2%
Transportation	46,573,220	-1,047,900	0	-2.3%
Zoning & Administrative Hearings	524,440	-4,500	0	-0.9%
General Fund Total:	800,647,460	-9,041,460	-1,180	-1.1%
Special Funds				
Mass Transit				
DOT-Transit Services	108,457,800	-474,580	87,500	-0.5%
Fire				
Fire and Rescue Service	192,974,090	-965,000	0	-0.5%

FY10 SAVINGS PLAN ANALYSIS

Fund/Department Name	FY10 Approved (per Council Resolution 16-970)	CE Recommended		Savings as a percent of Original FY10 Budget
		Total \$	Revenue	
<u>Recreation</u>				
Recreation	30,528,520	-684,240	2,650	-2.2%
Special Funds Total:	331,960,410	-2,123,820	90,150	-0.7%
MCG Tax Supported Total:	1,132,607,870	-11,165,280	88,970	-1.0%
Non-Tax Supported				
Special Funds				
<u>Cable Television</u>				
Cable Communications Plan	11,574,470	-160,430	0	-1.4%
<u>Montgomery Housing Initiative</u>				
Housing and Community Affairs	31,140,690	-467,110	0	-1.5%
<u>Water Quality Protection Fund</u>				
Environmental Protection	8,895,850	-133,440	0	-1.5%
Enterprise Fund				
<u>Community Use of Public Facilities</u>				
Community Use of Public Facilities	9,169,440	-137,540	0	-1.5%
<u>Solid Waste Collection</u>				
DEP-Solid Waste Services	6,739,640	-100,220	0	-1.5%
<u>Solid Waste Disposal</u>				
DEP-Solid Waste Services	95,722,050	-1,118,000	0	-1.2%
<u>Parking District - Bethesda</u>				
DOT-Parking Lot Districts	11,283,280	-169,250	0	-1.5%
<u>Parking District - Montgomery Hills</u>				
DOT-Parking Lot Districts	116,430	-1,750	0	-1.5%
<u>Parking District - Silver Spring</u>				
DOT-Parking Lot Districts	10,709,410	-160,640	0	-1.5%
<u>Parking District - Wheaton</u>				
DOT-Parking Lot Districts	1,296,320	-19,440	0	-1.5%
<u>Liquor Control</u>				
Liquor Control	44,495,260	-1,001,140	0	-2.2%
<u>Permitting Services</u>				
Permitting Services	27,067,180	-406,010	0	-1.5%
MCG Non-Tax Supported Total:	258,210,020	-3,874,970	0	-1.5%
Internal Service Funds				
Internal Service Funds				
<u>Printing & Mail</u>				
General Services	6,528,490	-97,930	0	-1.5%
<u>Motor Pool</u>				
DGS-Fleet Management Services	64,694,320	-1,455,620	0	-2.2%
MCG Internal Service Funds Total:	71,222,810	-1,553,550	0	-2.2%
Montgomery County Government:	1,462,040,700	-16,593,800	88,970	-1.1%

FY10 SAVINGS PLAN ANALYSIS

Fund/Department Name	FY10 Approved (per Council Resolution 16-970)	CE Recommended		Savings as a percent of Original FY10 Budget
		Total \$	Revenue	
Montgomery County Public Schools:	1,940,540,941	-9,702,700	0	-0.5%
Montgomery College:	107,079,321	-1,070,790	0	-1.0%
Maryland-National Capital Park and Planning:	106,646,100	-2,180,000	0	-2.0%
TOTAL ALL AGENCIES	3,616,307,062	-29,547,290	88,970	-0.8%

FY10 SAVINGS PLAN

MCG Tax Supported

Ref No.	Title	Total \$	Revenue
General Fund			
Board of Appeals			
<u>Reduce</u>			
S1	Curtail Operating Budget	-7,000	0
		-7,000	0
	Board of Appeals	-7,000	0
Circuit Court			
<u>Decrease Cost</u>			
S1	Savings Plan Reduction - Vacancies	-52,050	0
		-52,050	0
	Circuit Court	-52,050	0
Commission for Women			
<u>Decrease Cost</u>			
S1	Women's Legislative Briefing	-6,250	0
S2	Reduction Travel and Training	-4,600	0
S3	Reduction Printing and Supplies	-12,900	0
S4	Professional Services	-3,200	0
		-26,950	0
	Commission for Women	-26,950	0
Consumer Protection			
<u>Decrease Cost</u>			
S1	Lapse Vacant Principal Administrative Aide Position	-54,950	0
		-54,950	0
	Consumer Protection	-54,950	0
Correction and Rehabilitation			
<u>Decrease Cost</u>			
S1	Lapse Non-uniformed Positions to reduce personnel expenses	-275,770	0
S2	Various operating expenses	-51,300	0
		-327,070	0
	Correction and Rehabilitation	-327,070	0
County Attorney			
<u>Decrease Cost</u>			
S1	Lapse - ACAII - Finance and Procurement Division	-100,950	0
S2	Lapse - ACAIII - Health & Human Services Division	-36,730	0
		-137,680	0
	County Attorney	-137,680	0
County Council			
<u>Decrease Cost</u>			
S1	Abolish	-50,230	0
S2	Turnover	-23,050	0
S3	Operating Expense	-130,500	0
		-203,780	0
	County Council	-203,780	0
County Executive			

Ref No.	Title	Total \$	Revenue
County Executive			
<u>Decrease Cost</u>			
S1	Senior IT Specialist	-27,160	0
S2	Administrative Assistant to County Executive	-40,000	0
S3	Senior Executive Administrative Aide	-40,000	0
S4	Public Administration Intern	-16,500	0
S5	Government Accountability and Compliance Training	-20,340	0
		-144,000	0
County Executive		-144,000	0
Economic Development			
<u>Decrease Cost</u>			
S1	Director's Office	-10,700	0
S2	Finance, Administration, and Special Projects	-50,000	0
S3	MBD-Advertising	-37,500	0
S4	MBD-BIO Participation	-15,000	0
S5	MBD-Events and Sponsorships	-50,000	0
S6	Ag Services and Cooperative Extension Service	-6,440	0
S7	Business Empowerment	-2,000	0
		-171,640	0
Economic Development		-171,640	0
Emergency Management and Homeland Security			
<u>Decrease Cost</u>			
S1	Lapse personnel costs	-6,730	0
		-6,730	0
Emergency Management and Homeland Security		-6,730	0
Environmental Protection			
<u>Decrease Cost</u>			
S1	Reduce Contractual Service for the Gypsy Moth Program	-52,450	0
S2	Advertising Costs - Clean Energy Rewards	-9,000	0
S3	Central Duplication - Other Printing	-4,000	0
S4	Central Duplication - Postage Bulk	-2,360	0
		-67,810	0
Environmental Protection		-67,810	0
Ethics Commission			
<u>Decrease Cost</u>			
S1	Professional Service Expenses	-6,130	0
		-6,130	0
Ethics Commission		-6,130	0
Finance			
<u>Decrease Cost</u>			
S1	Delay purchase of MCtime licenses	-219,420	0
		-219,420	0
Finance		-219,420	0
General Services			
<u>Decrease Cost</u>			
S1	Advertising for Contracts	-6,000	0
S2	Office Supplies	-16,000	0
S3	Central Duplicating (Paper reduction)	-7,000	0

FY10 Savings Plan**MCG Tax Supported**

Ref No.	Title	Total \$	Revenue
General Services			
S4	Outside Printing (Paper reduction)	-3,000	0
S6	Lapse - Principal Administrative Aide	-25,000	0
S7	Management Consulting	-5,000	0
S8	Other professional services	-5,000	0
S9	Motor Pool	-15,000	0
S10	Computer Software	-5,000	0
S11	Computer Equipment	-5,000	0
		-92,000	0
<u>Reduce</u>			
S5	Outside Postage	-3,000	0
S12	Structural Repairs	-259,150	0
S13	Carpentry	-238,470	0
S14	Painting Services	-36,730	0
		-537,350	0
General Services		-629,350	0

Health and Human ServicesDecrease Cost

S1	Defer or delay hiring for vacant positions	-728,960	0
S2	Temporary office clerical in the Office of the Director	-6,650	0
S3	Printing in Minority Health Programs	-1,910	-110
S4	Non-encumbered consultant funds in the Office of the Chief Operating Officer	-17,340	0
S5	Printing in Community Outreach Program	-2,800	0
S6	MCPS alternative education contract in Children, Youth, and Family Services	-21,250	0
S7	Miscellaneous operating expenses in Children, Youth, and Families	-31,150	-240
S8	Reduce outside printing and copying in Aging and Disability Services - Chief's Office	-2,050	0
S9	In Home Aide Services savings from State imposed Social Services to Adults (SSTA) Moratorium resulting in reduced SSTA capacity	-29,500	0
S10	Contractual expenses for the Dental Program based on historical spending	-48,000	0
S11	Operating expenses for Health Promotion and Prevention based on historical spending	-5,000	0
S12	Printing expenses for Health Promotion and Prevention	-2,000	0
S13	West Nile Virus vector surveillance based on historical spending	-10,060	0
S14	Health Care for the Homeless based on historical spending	-5,000	0
S15	Facilities support for Montgomery Cares Clinics	-4,400	0
S16	Miscellaneous operating expenses in Child and Adolescent Mental Health Services	-12,720	-260
S17	Acudetox Contract - Reduce training and supplies without service reduction	-7,000	-330
S18	Office supplies and equipment budget in Behavioral Health & Crisis Services	-10,000	-240
S19	Contractual lapse in Systems Planning and Management	-5,000	0
S20	Contractual lapse in Special Needs Housing	-20,760	0
		-971,550	-1,180
Health and Human Services		-971,550	-1,180

Housing and Community AffairsDecrease Cost

S1	Delay Hiring - Increased Lapse (Chief Operating Officer) [02/01/10 - 06/31/10]	-25,340	0
S2	Delay Hiring - Increased Lapse (Landlord Tenant Manager) [07/01/09 - 12/31/09]	-68,000	0
S3	Reduce Operating Expenses	-20,660	0
		-114,000	0
Housing and Community Affairs		-114,000	0

Human Resources

FY10 Savings Plan

MCG Tax Supported

Ref No.	Title	Total \$	Revenue
Human Resources			
<u>Decrease Cost</u>			
S1	Lapse Labor Team Vacant M2 Position and Temporary Promotion of M3 to Fill Position for 6 Months	-66,930	0
S2	Lapse Vacant Change Management and Organizational Development HR Specialist III Position for 0.45 Work Year (Position was lapsed 0.55 WY in FY10)	-41,400	0
S3	Decrease ePerform License and Administrative Services Contract with Success Factor	-80,000	0
S4	Professional Services	-15,000	0
		-203,330	0
	Human Resources	-203,330	0
Human Rights			
<u>Decrease Cost</u>			
S1	Lapse vacant Manager and Investigator III positions	-48,620	0
		-48,620	0
	Human Rights	-48,620	0
Inspector General			
<u>Decrease Cost</u>			
S1	Reduce Group Insurance	-10,000	0
S2	Reduce Consultant Services	-4,280	0
		-14,280	0
	Inspector General	-14,280	0
Intergovernmental Relations			
<u>Reduce</u>			
S1	Professional Services - Reduce operating expenses reserved for Health and Human Services' Legislative Analyst	-19,740	0
		-19,740	0
	Intergovernmental Relations	-19,740	0
Legislative Oversight			
<u>Reduce</u>			
S1	Reduce operating expenses	-11,000	0
S2	Lapse Public Administration Intern position	-16,000	0
		-27,000	0
	Legislative Oversight	-27,000	0
Management and Budget			
<u>Decrease Cost</u>			
S2	Education, Tuition, and Travel	-12,900	0
S3	Equipment Repairs/Maintenance	-6,000	0
S4	Office Supplies	-8,000	0
		-26,900	0
<u>Reduce</u>			
S1	Printing Costs: Budget Book Publications	-34,000	0
S5	IT Staff Detailed to ERP	-22,440	0
		-56,440	0
	Management and Budget	-83,340	0
Merit System Protection Board			
<u>Decrease Cost</u>			

FY10 Savings Plan

MCG Tax Supported

Ref No.	Title	Total \$	Revenue
Merit System Protection Board			
S1	Freeze on Travel/Training	-2,500	0
		-2,500	0
Merit System Protection Board		-2,500	0
NDA - Desktop Modernization			
<u>Decrease Cost</u>			
S1	Delayed PC Replacement	-153,880	0
		-153,880	0
NDA - Desktop Modernization		-153,880	0
NDA - Housing Opportunities Commission			
<u>Decrease Cost</u>			
S1	Salary and Benefit Lapse	-30,680	0
		-30,680	0
NDA - Housing Opportunities Commission		-30,680	0
NDA - Leases			
<u>Decrease Cost</u>			
S1	NDA Leases	-432,580	0
		-432,580	0
NDA - Leases		-432,580	0
People's Counsel			
<u>Decrease Cost</u>			
S1	Reduce Temporary Office Clerical Support	-2,200	0
S2	Reduce Other Printing/Copying costs	-540	0
S3	Reduce bulk postage expense	-500	0
S4	Reduce Travel expenses	-1,000	0
S5	Reduce general office supplies expense	-500	0
S6	Reduce books/reference materials expense	-650	0
		-5,390	0
People's Counsel		-5,390	0
Police			
<u>Decrease Cost</u>			
S1	January 2010 Recruit Class From 47 to 36 Police Officer Candidates	-475,680	0
S2	Various Operating Expenditures	-400,000	0
S3	Lapse Civilian Positions To Reduce Personnel Cost	-355,630	0
		-1,231,310	0
Police		-1,231,310	0
Public Information			
<u>Decrease Cost</u>			
S2	Pedestrian safety outreach efforts.	-10,000	0
S3	Office supplies	-7,340	0
		-17,340	0
<u>Reduce</u>			
S1	Web support services	-10,000	0
		-10,000	0
Public Information		-27,340	0
Public Libraries			
<u>Decrease Cost</u>			

FY10 Savings Plan

MCG Tax Supported

Ref No.	Title	Total \$	Revenue
Public Libraries			
S4	Gaithersburg Supplies	-1,550	0
S6	Paper, printing and mail	-35,000	0
S7	Book Processing	-65,000	0
S8	Training	-20,000	0
		-121,550	0
<u>Reduce</u>			
S1	Library Materials	-1,350,000	0
S2	Increase Lapse	-90,790	0
S3	Gaithersburg Closure for construction: Loss of six Sundays	-18,570	0
S5	General Supplies	-14,400	0
		-1,473,760	0
	Public Libraries	-1,595,310	0
Regional Services Centers			
<u>Decrease Cost</u>			
S1	Lapse Bethesda-Chevy Chase Regional Services Center, Assistant Director, Manager III	-61,040	0
S2	Lapse Bethesda-Chevy Chase Regional Services Center, Public Administration Intern	-8,790	0
S3	Lapse UpCounty Regional Services Center, Program Specialist II	-8,720	0
S4	Lapse East County Regional Services Center, Program Specialist II	-14,710	0
		-93,260	0
	Regional Services Centers	-93,260	0
Sheriff			
<u>Reduce</u>			
S1	Increase civilian lapse for vacant positions	-103,160	0
		-103,160	0
	Sheriff	-103,160	0
State's Attorney			
<u>Decrease Cost</u>			
S1	Salary Differential Between Retiring Employee and Replacement Attorney	-60,740	0
		-60,740	0
	State's Attorney	-60,740	0
Technology Services			
<u>Decrease Cost</u>			
S1	Lapse 5 Vacant Positions	-214,880	0
S2	Enterprise Applications and Solutions Division (EASD): Human Resources Management System / Integral Contract	-37,500	0
S3	Enterprise Applications and Solutions Division (EASD): Personal Communications (PCOMM) Maintenance	-9,500	0
S4	Enterprise Applications and Solutions Division (EASD): Graphic Interface System (GIS) Public Safety Data Load Procedures	-11,000	0
S5	Enterprise Applications and Solutions Division: Computer Supplies; Graphic Interface Systems (GIS) and Enterprise Systems Services (ESS)	-8,000	0
S6	Enterprise Systems and Operations Division (ESOD): Magic Service Desk Express (SDE) Maintenance	-55,000	0
S7	Enterprise Systems and Operations Division (ESOD): Mercury Maintenance	-11,000	0
S8	Enterprise Systems and Operations Division (ESOD): Pay Advice Forms	-11,000	0
S9	Enterprise Systems and Operations Division (ESOD): Hardware Equipment Purchases	-108,750	0
S10	Enterprise Systems and Operations Division (ESOD): Share Point Contractor Support	-83,200	0

FY10 Savings Plan

MCG Tax Supported

Ref No.	Title	Total \$	Revenue
Technology Services			
S11	Training	-50,000	0
S13	Enterprise Telecommunications and Services Division (ETSD): Public Safety Communicaitons System (PSCS) Voice Radio Maintenance	-54,000	0
		-653,830	0
<u>Reduce</u>			
S12	Integrated Justice Information System (IJIS): Production System Maintenance	-28,660	0
S14	Enterprise Telecommunications and Services Division (ETSD): Private Branch Exchange (PBX) Voice Mail Replacement	-34,000	0
		-62,660	0
	Technology Services	-716,490	0
Transportation			
<u>Decrease Cost</u>			
S1	Lapse Executive Administrative Aide in Director's Office	-41,640	0
S2	Lapse Part Time OSC (Construction Section)	-25,800	0
S4	Delay Hiring in Traffic Engineering	-153,440	0
S5	Ticket Collection Contract	-22,020	0
		-242,900	0
<u>Reduce</u>			
S3	Freeze Keep Montgomery County Beautiful Grants	-5,000	0
S6	Tree Planting Program	-247,000	0
S8	Bikeway Maintenance	-100,000	0
S10	Road Maintenance	-100,000	0
S11	Weed Eradication Program	-22,000	0
S12	Tree Maintenance/Stump Removal	-75,000	0
S13	Loop Detectors	-100,000	0
S14	Contractual Shoulder Support Services	-100,000	0
S15	Patching	-56,000	0
		-805,000	0
	Transportation	-1,047,900	0
Zoning & Administrative Hearings			
<u>Decrease Cost</u>			
S1	Reduce Books and Reference Materials	-2,000	0
S2	Reduce Office Supplies	-500	0
S3	Reduce Preparation of Transcripts	-2,000	0
		-4,500	0
	Zoning & Administrative Hearings	-4,500	0
	General Fund	-9,041,460	-1,180
Fire			
Fire and Rescue Service			
<u>Decrease Cost</u>			
S1	Electronic Patient Care Reporting	-348,000	0
S2	Master Lease for Ambulances	-347,000	0
S3	Fire Code Enforcement Non-Uniform Positions	-108,000	0
S4	Emergency Communications Center Non-Uniform Positions	-162,000	0
		-965,000	0
	Fire and Rescue Service	-965,000	0
Mass Transit			

FY10 Savings Plan

MCG Tax Supported

Ref No.	Title	Total \$	Revenue
DOT-Transit Services			
<u>Decrease Cost</u>			
S1	Lapse Information Technology Specialist	-50,000	0
S3	Delay Mystery Rider Program Implementation to January	-75,000	0
		-125,000	0
<u>Enhance</u>			
S8	Increase Price of Ride On Monthly Pass from \$25 to \$30	0	87,500
		0	87,500
<u>Reduce</u>			
S2	Printing - Bus Shelter Maps	-34,310	0
S4	Suspend Fare Share Program Countywide	-79,000	0
S5	Suspend Wheaton Super Fare Share Program	-8,270	0
S6	Suspend Friendship Heights Super Fare Share	-91,000	0
S7	Suspend North Bethesda Super Fare Share Program	-137,000	0
		-349,580	0
DOT-Transit Services		-474,580	87,500

Recreation

Recreation

<u>Decrease Cost</u>			
S3	Seasonal staff across centers	-78,630	0
		-78,630	0
<u>Enhance</u>			
S4	Targeted Marketing to increase revenue for specific classes and programs	0	65,000
		0	65,000
<u>Reduce</u>			
S1	Delay in Opening Midcounty Community Center in FY10	-551,170	-47,000
S2	Delay in Opening of Wisconsin Place Community Center	-54,440	-15,350
		-605,610	-62,350
Recreation		-684,240	2,650
MCG Tax Supported		-11,165,280	88,970
Net Savings		-11,254,250	
(Total Exp. Savings & Revenue Changes)			

Ref No.	Title	Total \$	Revenue
Cable Television			
<i>Cable Communications Plan</i>			
<u>Decrease Cost</u>			
S1	Delay Hiring of Program Manager II Until January 5, 2010	-68,930	0
S2	Delay Hiring of Visual Information Specialist Until January 5, 2010	-41,500	0
S3	Reduce Emergency Equipment Reserve	-50,000	0
		-160,430	0
Cable Communications Plan		-160,430	0

Community Use of Public Facilities*Community Use of Public Facilities*Decrease Cost

S1	Other Reimbursements to MCPS	-114,990	0
S2	Elimination of Principal Admin Aide position	-22,550	0
		-137,540	0
Community Use of Public Facilities		-137,540	0

Liquor Control*Liquor Control*Decrease Cost

S1	Professional Services	-50,000	0
S2	Central Duplicating	-27,000	0
S3	Non-metropolitan and local area travel	-17,000	0
S5	Professional licensure and training	-16,350	0
S7	Professional memberships	-10,000	0
S8	General office supplies	-10,000	0
S9	General office furniture	-20,500	0
S10	Computer supplies	-100,000	0
S11	Cameras	-30,000	0
S13	Forklifts	-70,000	0
S14	Cabinets, shelves and storage units	-6,000	0
S15	Floor and wall coverings	-43,000	0
S16	Trucks One Ton and Greater	-320,000	0
S17	Personnel costs	-281,290	0
		-1,001,140	0
Liquor Control		-1,001,140	0

Montgomery Housing Initiative*Housing and Community Affairs*Decrease Cost

S1	Delay Hiring - Increase Lapse (Chief Operating Officer) [02/01/10 - 06/31/10]	-36,080	0
S2	Reduce Operating Expenses	-431,030	0
		-467,110	0
Housing and Community Affairs		-467,110	0

Parking District - Bethesda*DOT-Parking Lot Districts*Reduce

S1	Painting	-50,000	0
S2	Contract Janitorial Services	-119,250	0
		-169,250	0

Ref No.	Title	Total \$	Revenue
DOT-Parking Lot Districts		-169,250	0
Parking District - Montgomery Hills			
<i>DOT-Parking Lot Districts</i>			
<u>Reduce</u>			
S1	Contract Litter Collection	-1,750	0
		-1,750	0
DOT-Parking Lot Districts		-1,750	0
Parking District - Silver Spring			
<i>DOT-Parking Lot Districts</i>			
<u>Decrease Cost</u>			
S1	Closure of Garage 21 for Two Years During Renovations	-53,430	0
		-53,430	0
<u>Reduce</u>			
S2	Painting	-55,000	0
S3	Contract Janitorial Services	-52,210	0
		-107,210	0
DOT-Parking Lot Districts		-160,640	0
Parking District - Wheaton			
<i>DOT-Parking Lot Districts</i>			
<u>Reduce</u>			
S1	Painting	-19,440	0
		-19,440	0
DOT-Parking Lot Districts		-19,440	0
Permitting Services			
<i>Permitting Services</i>			
<u>Decrease Cost</u>			
S1	Services and Contracts	-86,000	0
S2	Equipment Repairs and Maintenance	-21,610	0
S3	Printing and Mailing Services	-60,960	0
S4	Uniforms and Supplies	-105,240	0
S5	Travel, Education and Memberships	-82,000	0
S6	Communication Services	-45,000	0
S7	Advertising for Jobs	-5,200	0
		-406,010	0
Permitting Services		-406,010	0
Solid Waste Collection			
<i>DEP-Solid Waste Services</i>			
<u>Decrease Cost</u>			
S1	Refuse Collection Savings	-100,220	0
		-100,220	0
DEP-Solid Waste Services		-100,220	0
Solid Waste Disposal			
<i>DEP-Solid Waste Services</i>			

FY10 Savings Plan

MCG Non-Tax Supported

Ref No.	Title	Total \$	Revenue
DEP-Solid Waste Services			
<u>Decrease Cost</u>			
S1	Resource Recovery Facility Savings	-500,000	0
S2	Out of County Haul Savings	-306,000	0
S3	Residential Recycling Savings	-312,000	0
		-1,118,000	0
	DEP-Solid Waste Services	-1,118,000	0
Water Quality Protection Fund			
Environmental Protection			
<u>Decrease Cost</u>			
S1	Contractual Cost for Miscellaneous Stream Restoration Maintenance	-10,000	0
S2	Easement Preparation Assistance	-20,340	0
S5	Contractual Costs - Low Impact Development - Residential	-6,670	0
S7	Central Duplication - Internal Printing	-2,630	0
S8	Central Duplication - Other Printing and Mail	-3,750	0
S9	Training Only for Required Certifications	-1,400	0
		-44,790	0
<u>Reduce</u>			
S3	Contractual Costs for Above-Ground Stormwater Management Facilities - Maintenance Program	-27,810	0
S4	Contractual Costs for Below-Ground Stormwater Management Facilities - Maintenance Program	-52,540	0
S6	Contractual Costs - Streetsweeping	-8,300	0
		-88,650	0
	Environmental Protection	-133,440	0
	MCG Non-Tax Supported	-3,874,970	0
	Net Savings	-3,874,970	
	(Total Exp. Savings & Revenue Changes)		

FY10 Savings Plan

MCG Internal Service Funds

Ref No.	Title	Total \$	Revenue
Motor Pool			
DGS-Fleet Management Services			
<u>Decrease Cost</u>			
S1	Deferral of Public Safety Replacements	-1,455,620	0
		-1,455,620	0
	DGS-Fleet Management Services	-1,455,620	0

Printing & Mail

General Services

Decrease Cost

S1	Lapse - Warehouse Worker	-30,000	0
S2	Maintenance Cost	-24,500	0
S3	Mail Reduction	-18,930	0
S4	Paper expenses	-24,500	0
		-97,930	0
	General Services	-97,930	0

MCG Internal Service Funds	-1,553,550	0
Net Savings	-1,553,550	
<i>(Total Exp. Savings & Revenue Changes)</i>		

MCG Total:	-16,593,800	88,970
MCG FY10 Net Savings		
<i>(Total Exp. Savings & Revenue Changes)</i>	-16,682,770	

FY10 Savings Plan

MCPS Tax Supported

Ref No.	Title	Total \$	Revenue
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MCPS Current Fund

MCPS

Decrease Cost

S1	MCPS FY10 Savings Plan	-9,702,700	0
		-9,702,700	0
	MCPS	-9,702,700	0

	MCPS Tax Supported	-9,702,700	0
	Net Savings	-9,702,700	
	(Total Exp. Savings & Revenue Changes)		

	MCPS Total:	-9,702,700	0
	MCPS FY10 Net Savings	-9,702,700	
	(Total Exp. Savings & Revenue Changes)		

FY10 Savings Plan

MC Tax Supported

Ref No.	Title	Total \$	Revenue
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MC Current Fund

Montgomery College

Decrease Cost

S1	FY10 Montgomery College Savings Plan	-1,070,790	0
		-1,070,790	0
	Montgomery College	-1,070,790	0
	MC Tax Supported	-1,070,790	0
	Net Savings (Total Exp. Savings & Revenue Changes)	-1,070,790	
	MC Total:	-1,070,790	0
	MC FY10 Net Savings (Total Exp. Savings & Revenue Changes)	-1,070,790	

FY10 Savings Plan

M-NCPPC Tax Supported

Ref No.	Title	Total \$	Revenue
M-NCPPC Administration			
M-NCPPC			
<u>Decrease Cost</u>			
S1	MNCPPC reductions to meet the savings plan target	-624,980	0
		-624,980	0
	M-NCPPC	-624,980	0
M-NCPPC Park (w/out Debt Serv.)			
M-NCPPC			
<u>Decrease Cost</u>			
S1	MNCPPC reductions to meet the savings plan target	-1,555,020	0
		-1,555,020	0
	M-NCPPC	-1,555,020	0
M-NCPPC Tax Supported		-2,180,000	0
Net Savings		-2,180,000	
(Total Exp. Savings & Revenue Changes)			
M-NCPPC Total:		-2,180,000	0
M-NCPPC FY10 Net Savings		-2,180,000	
(Total Exp. Savings & Revenue Changes)			

FY10 SAVINGS PLAN

Description/Justification

MCG Tax Supported

Ref No.	Title	\$	Revenue
General Fund			
Board of Appeals			
S1	REDUCE: CURTAIL OPERATING BUDGET	-7,000	0
	<p>There are no discretionary funds in the Board's operating budget - no training, conference, incidental or travel funds. All cuts have the potential to create shortfalls in payment for statutorily required Court Reporting services, statutorily required paper for or mailing of Notices and Opinions, purchase of statutorily required signs for advertisement of applications for variances and special exceptions. The Board's operating budget was reduced by over \$20,000. in the FY09 Savings Plan and FY 10 Budget reductions. Non- recommended proposed cuts are based on a remaining balance of \$5870. in operating funds at the end of the last fiscal year. In addition the number of new applications filed in the first quarter of FY 10 is less than half the number filed in the first quarter of FY 09. Some savings in paper, postage and transcript costs can be anticipated from this. However, the number of administrative requests related to established cases, which also have associated postage, paper and transcript costs, is the same for both periods. Due to the length and complexity of a single case, 64% of the funds for transcripts in FY10 are already spent. Because there are no vacant positions in the budget, these non-recommended cuts to the operating budget are preferred over elimination of a filled position. Implementation of the full \$13890. Savings Plan Target would result in significant shortfalls.</p>		
Board of Appeals Total:		-7,000	0
Circuit Court			
S1	DECREASE COST: SAVINGS PLAN REDUCTION - VACANCIES	-52,050	0
	<p>The Circuit Court will achieve its savings plan reduction target with the Judicial Administrative Assistant positions that have been vacant due to judicial retirements. There is no impact on services.</p>		
Circuit Court Total:		-52,050	0
Commission for Women			
S1	DECREASE COST: WOMEN'S LEGISLATIVE BRIEFING	-6,250	0
	<p>This year the Women's Legislative Briefing will begin charging the public to attend this event to cover some of the costs for the event. This year's event will be supplemented by the Briefing's limited donated funds. The departmental funding for this event will be needed next FY11 fiscal year.</p>		
S2	DECREASE COST: REDUCTION TRAVEL AND TRAINING	-4,600	0
	<p>The department will decrease funds for travel and training for staff.</p>		
S3	DECREASE COST: REDUCTION PRINTING AND SUPPLIES	-12,900	0
	<p>The department will reduce spending on general office supplies by increasing its already significant efforts to make more efficient and environmentally-friendly use of paper goods (re-use of scrap paper for internal documents and drafts, less printing, more electronic communication, etc.)</p>		
S4	DECREASE COST: PROFESSIONAL SERVICES	-3,200	0
	<p>The Commission for Women and Counseling and Career Center will reduce its professional services costs. Volunteer workshop presenters will be used to mitigate this reduction in professional services.</p>		
Commission for Women Total:		-26,950	0
Consumer Protection			
S1	DECREASE COST: LAPSE VACANT PRINCIPAL ADMINISTRATIVE AIDE POSITION	-54,950	0
	<p>OCP has a Principal Administrative Aide (PAA) position that has been vacant since September 1, 2009. The office will lapse the position for the remainder of the year, which will generate \$66,680 in lapse savings. Until the position is funded, OCP will hire and train temporary clericals to provide essential clerical support (\$11,730). The savings from the lapse position (-66,680) minus the additional temporary costs (+\$11,730) will yield \$54,950 in net savings.</p>		
Consumer Protection Total:		-54,950	0
Correction and Rehabilitation			

Ref No.	Title	\$	Revenue
Correction and Rehabilitation			
S1	DECREASE COST: LAPSE NON-UNIFORMED POSITIONS TO REDUCE PERSONNEL EXPENSES	-275,770	0
	The Department plans to reduce personnel expenses by lapsing non-uniformed positions (above budgeted lapse) to meet the assigned targeted savings. Workload will increase with the existing staff. The lapse may generate some overtime on a mandatory basis estimated to be \$17,500, and is reflected in the total estimated net savings for this item. The following positions will be lapsed: Fiscal Assistant in Management Services Division, (lapsed entire year), Office Services Coordinator in MCDC's Warden Office, (position filled, lapse already occurred), Office Services Coordinator in MCCF's Warden Office, (position filled, lapse already occurred), Office Services Coordinator in Custody and Security, MCCF, (position filled, lapse already occurred), Records Technician in MCDC, (lapse assumed until December 2009), Volunteer Coordinator, in MCCF (position filled, lapse already occurred), Principal Administrative Aide in Pre-Trial Services, (lapse assumed December 2009), Warden in MCDC, (lapse assumed until January 2010), Office Services Coordinator, Pre-Trial Services, (lapse assumed January 2010) and Correctional Specialist III, Pre-Release and Re-Entry Services, (lapse assumed November 2009).		
S2	DECREASE COST: VARIOUS OPERATING EXPENSES	-51,300	0
	The Department will discontinue a numbers of Blackberry devices and mobile phones, reduce psychological services consultant expenses, and reduce paper and printing expenses as part of the County's paper reduction initiative.		
Correction and Rehabilitation Total:		-327,070	0

County Attorney

S1	DECREASE COST: LAPSE - ACAII - FINANCE AND PROCUREMENT DIVISION	-100,950	0
	Lapse ACAII from the Finance and Procurement Division for all of FY10. Position has been vacant since beginning of FY10.		
S2	DECREASE COST: LAPSE - ACAIII - HEALTH & HUMAN SERVICES DIVISION	-36,730	0
	Lapse ACAIII in Health & Human Services Division .25 WY. Position has been vacant since beginning of FY10.		
County Attorney Total:		-137,680	0

County Council

S1	DECREASE COST: ABOLISH	-50,230	0
S2	DECREASE COST: TURNOVER	-23,050	0
S3	DECREASE COST: OPERATING EXPENSE	-130,500	0
County Council Total:		-203,780	0

County Executive

S1	DECREASE COST: SENIOR IT SPECIALIST	-27,160	0
	Abolishing the full-time Sr. Information Technology Specialist and creating a comparable part-time position will reduce the amount of dedicated IT service available to the County Executive, Chief Administrative Officer and departmental staff. On the days when the Sr. IT Specialist is not scheduled to work, the office will rely on the County's IT Help Desk.		
S2	DECREASE COST: ADMINISTRATIVE ASSISTANT TO COUNTY EXECUTIVE	-40,000	0
	Position is currently filled by contract. This enables the County Executive to continue to receive the same level of support at a reduced cost.		
S3	DECREASE COST: SENIOR EXECUTIVE ADMINISTRATIVE AIDE	-40,000	0
	Not filling this vacancy will require the remaining support staff to pool their resources to temporarily fill the gap. This will necessitate additional cross-training to assure that any aide is able to seamlessly provide assistance to any Assistant CAO.		
S4	DECREASE COST: PUBLIC ADMINISTRATION INTERN	-16,500	0
	There will be little or no impact since the projects assigned to this temporary position have been completed.		
S5	DECREASE COST: GOVERNMENT ACCOUNTABILITY AND COMPLIANCE TRAINING	-20,340	0
	The training module for this initiative was developed at a cost significantly less than originally budgeted. The remaining balance in this account is sufficient to cover the cost of implementing this training. As a result, the impact of this reduction will be minimal.		

Ref No.	Title	\$	Revenue
County Executive Total:		-144,000	0
Economic Development			
S1	DECREASE COST: DIRECTOR'S OFFICE	-10,700	0
	Reductions to local and non-local conferences, and miscellaneous costs to avoid impacting service delivery. The reduction will limit the number of conferences that staff members will be able to attend.		
S2	DECREASE COST: FINANCE, ADMINISTRATION, AND SPECIAL PROJECTS	-50,000	0
	Training, and office and computer supplies will be significantly decreased during this fiscal year. No training will be approved for staff for the remainder of the fiscal year. Office and computer supplies have been limited to bare essentials, and the department will continue this practice for the remainder of the year.		
S3	DECREASE COST: MBD-ADVERTISING	-37,500	0
	This reduction will limit the amount of advertising the department will do for the remainder of the year. DED will focus on a more localized approach and pursue alternative forms of media other than print that will promote the County as a premiere business location. DED is currently revamping the County's Economic Development website to create a more user friendly and accessible website that will allow individuals to utilize the site for information gathering and a tool for learning about programs and services. DED is using in house staff to create a better website and reduce costs.		
S4	DECREASE COST: MBD-BIO PARTICIPATION	-15,000	0
	DED will reduce the number of participants who attend the BIO Conference and Trade as well as other items including shipping costs for marketing materials, promotional items, exhibit fees and space allocations, and sponsorship costs.		
S5	DECREASE COST: MBD-EVENTS AND SPONSORSHIPS	-50,000	0
	The AT&T will not be played in the County this year, so funding for the event will help achieve the necessary savings for FY10. The US Open is playing the following year, and expenses for the County's participation will occur in FY11. The department is reducing the number of sponsorships and County financial commitments to outside organizations.		
S6	DECREASE COST: AG SERVICES AND COOPERATIVE EXTENSION SERVICE	-6,440	0
	Ag Services has identified computer supplies, dues, local conferences, and copiers and leases. The Cooperative Extension Service (CES) is a partnership with the University of Maryland, and has identified a line items to hold back on spending for FY10.		
S7	DECREASE COST: BUSINESS EMPOWERMENT	-2,000	0
	Business Empowerment has reduced the anticipated costs for consultants in FY10. Any needs for a consultant will be handled internally during the course of the fiscal year.		
Economic Development Total:		-171,640	0
Emergency Management and Homeland Security			
S1	DECREASE COST: LAPSE PERSONNEL COSTS	-6,730	0
	A vacant Manager III position is going to be lapsed to meet savings target. This lapsing an additional couple of months has no significant impact.		
Emergency Management and Homeland Security Total:		-6,730	0
Environmental Protection			
S1	DECREASE COST: REDUCE CONTRACTUAL SERVICE FOR THE GYPSY MOTH PROGRAM	-52,450	0
	This reduction will not have an adverse impact on the gypsy moth suppression program. The FY10 suppression needs have been greatly reduced because the current moth population is very low due to a combination of: (1) effective suppression efforts in the past two years, and (2) favorable weather conditions since the budget was approved (specifically the cool, wet spring of 2009). These two factors have contributed to the increase of a virus that causes gypsy moth caterpillar mortality.		
S2	DECREASE COST: ADVERTISING COSTS - CLEAN ENERGY REWARDS	-9,000	0
	This reduction will not have an adverse impact on the Clean Energy Rewards Program. In FY10, the program has reached capacity much earlier than in previous years, and as a result there is less need for funding to support marketing.		

Ref No.	Title	\$	Revenue
Environmental Protection			
S3	DECREASE COST: CENTRAL DUPLICATION - OTHER PRINTING DEP is one of the lead agencies to help implement the CAO's ongoing paper and printing reduction efforts. In support of those efforts, DEP has already implemented paper and printing reduction goals through internal monitoring of paper consumption and reduction of educational printed materials.	-4,000	0
S4	DECREASE COST: CENTRAL DUPLICATION - POSTAGE BULK DEP is one of the lead agencies to help implement the CAO's ongoing paper and printing reduction efforts. In support of those efforts, DEP has already implemented paper and printing reduction goals through internal monitoring of paper consumption and reduction of educational printed materials.	-2,360	0
Environmental Protection Total:		-67,810	0
Ethics Commission			
S1	DECREASE COST: PROFESSIONAL SERVICE EXPENSES The office will reduce consultant service expenses.	-6,130	0
Ethics Commission Total:		-6,130	0
Finance			
S1	DECREASE COST: DELAY PURCHASE OF MCTIME LICENSES Delay purchase of Mctime licenses. Mctime licenses are financed via Master Leases. By deferring the purchase, the first master lease payment would not be due until late in FY10. This action pushes out the payment schedule overall, saving money in FY10, but not increasing costs in FY11.	-219,420	0
Finance Total:		-219,420	0
General Services			
S1	DECREASE COST: ADVERTISING FOR CONTRACTS The \$6,000 decreased cost on advertising contracts will limit the number of media outlets used in our solicitation advertising.	-6,000	0
S2	DECREASE COST: OFFICE SUPPLIES The Office of Procurement and Division of Real Estate and Management Services will reduce office supplies and will shift to digitization	-16,000	0
S3	DECREASE COST: CENTRAL DUPLICATING (PAPER REDUCTION) As an additive part of the Executive's paper reduction initiative the Office of Procurement will reduce duplicating cost and will shift to an electronic method for document sharing.	-7,000	0
S4	DECREASE COST: OUTSIDE PRINTING (PAPER REDUCTION) The Office of Procurement will reduce the outside printing by implementing and utilizing electronic communications more	-3,000	0
S5	REDUCE: OUTSIDE POSTAGE The reduction of outside postage will limit the Office of Procurement capability to mail cure notices and other legal notices that require proof of mailing.	-3,000	0
S6	DECREASE COST: LAPSE - PRINCIPAL ADMINISTRATIVE AIDE The Principal Administrative Aide (PAA) position in the Office of Procurement will lapse in FY10.	-25,000	0
S7	DECREASE COST: MANAGEMENT CONSULTING Division of Real Estate And Management Services will reduce Consulting services, which will reduce our ability to assess issues as they arise.	-5,000	0
S8	DECREASE COST: OTHER PROFESSIONAL SERVICES Reduce other professional services, which will reduce our ability to assess issues as they arise.	-5,000	0
S9	DECREASE COST: MOTOR POOL Division Chief has turned county car in , will use Fleet offered WeCar to attend meetings	-15,000	0
S10	DECREASE COST: COMPUTER SOFTWARE Reducing computer software will limit our ability for technological improvements in General Fund service areas.	-5,000	0

Ref No.	Title	\$	Revenue
General Services			
S11	DECREASE COST: COMPUTER EQUIPMENT Reducing computer equipment will prevent hardware upgrades and technological improvements for General Fund service areas	-5,000	0
S12	REDUCE: STRUCTURAL REPAIRS Structural repairs will be based on safety conditions rather than enhancements.	-259,150	0
S13	REDUCE: CARPENTRY Carpentry services will be performed only on a as-needed basis	-238,470	0
S14	REDUCE: PAINTING SERVICES Painting services will be performed on a conditional nature.	-36,730	0
General Services Total:		-629,350	0
Health and Human Services			
S1	DECREASE COST: DEFER OR DELAY HIRING FOR VACANT POSITIONS The department will achieve savings by deferring and delaying hiring for vacant positions and through turnover savings. The department will closely monitor its personnel costs and vacant positions to ensure that we meet our savings plan target.	-728,960	0
S2	DECREASE COST: TEMPORARY OFFICE CLERICAL IN THE OFFICE OF THE DIRECTOR There is no service impact from this reduction.	-6,650	0
S3	DECREASE COST: PRINTING IN MINORITY HEALTH PROGRAMS As part of the paper and printing reduction initiative, printing costs will be reduced in the Minority Health Programs. The savings will be achieved by reducing printing costs in the African American Health Program (\$780), Latino Health Initiative (\$770), and Asian American Health Initiative (\$360). There is no service impact for this reduction.	-1,910	-110
S4	DECREASE COST: NON-ENCUMBERED CONSULTANT FUNDS IN THE OFFICE OF THE CHIEF OPERATING OFFICER There is no service impact from this reduction.	-17,340	0
S5	DECREASE COST: PRINTING IN COMMUNITY OUTREACH PROGRAM As part of the paper and printing reduction initiative, printing costs will be reduced in the Community Outreach program. There is no service impact from this reduction.	-2,800	0
S6	DECREASE COST: MCPS ALTERNATIVE EDUCATION CONTRACT IN CHILDREN, YOUTH, AND FAMILY SERVICES These funds support social worker and therapeutic services for middle and high school students at several MCPS Alternative Schools. Services include case management, crisis intervention, and counseling. This contract provides a small portion of the total funding for these MCPS services. The department will continue to provide \$65,000 in funding to MCPS for social work support for MCPS students in the Emotional Disabilities program. This service is not being reduced. This contract serves about 80 students. MCPS will have to determine how it will manage this reduction. It could result in either the reduction in the number of children served or an increase in the size of caseloads for staff; however, MCPS has additional Title 1 resources from American Recovery and Reinvestment Act (ARRA) sources and are willing to accept this reduction.	-21,250	0
S7	DECREASE COST: MISCELLANEOUS OPERATING EXPENSES IN CHILDREN, YOUTH, AND FAMILIES The department will achieve savings by reducing miscellaneous operating expenses in the following areas in Children Youth and Families: Chief's Office (350); Child Welfare Services (5,000); Child & Adolescent Services (5,000); Juvenile Justice Services (5,800); Positive Youth Development (5,000); Early Childhood Services (5,000); Child Care Subsidies (5,000) There is no service impact from this reduction.	-31,150	-240
S8	DECREASE COST: REDUCE OUTSIDE PRINTING AND COPYING IN AGING AND DISABILITY SERVICES - CHIEF'S OFFICE As part of the paper and printing reduction initiative, the Chief's Office, in Aging and Disability Services will reduce outside printing and copying. There is no service impact with this reduction.	-2,050	0

Ref No.	Title	\$	Revenue
Health and Human Services			
S9	DECREASE COST: IN HOME AIDE SERVICES SAVINGS FROM STATE IMPOSED SOCIAL SERVICES TO ADULTS (SSTA) MORATORIUM RESULTING IN REDUCED SSTA CAPACITY The In Home Aide Services (IHAS) Program mandates Social Services to Adults (SSTA) case management for recipients. During FY09, Home Care experienced a 45% reduction in the number of incoming new service referrals submitted by case managers for several reasons including a refined assessment tool yielded fewer referrals, the State's imposed SSTA Moratorium briefly halted SSTA activity, which briefly stopped IHAS referral considerations, and case management staff were being assigned and handling more Adult Protective Services (APS), non-IHAS type client situations to resolve immediate crises.	-29,500	0
S10	DECREASE COST: CONTRACTUAL EXPENSES FOR THE DENTAL PROGRAM BASED ON HISTORICAL SPENDING Due to infrastructure/staffing issues, this program has been historically underspent.	-48,000	0
S11	DECREASE COST: OPERATING EXPENSES FOR HEALTH PROMOTION AND PREVENTION BASED ON HISTORICAL SPENDING There is no service impact from this reduction.	-5,000	0
S12	DECREASE COST: PRINTING EXPENSES FOR HEALTH PROMOTION AND PREVENTION As part of the paper and printing reduction initiative, Health Promotion and Prevention will reduce its printing costs. There is no service impact from this reduction.	-2,000	0
S13	DECREASE COST: WEST NILE VIRUS VECTOR SURVEILLANCE BASED ON HISTORICAL SPENDING As a result of a decrease in the number of positive samples of the West Nile Virus, and the number of trappings for mosquitos, the West Nile program has been underspent.	-10,060	0
S14	DECREASE COST: HEALTH CARE FOR THE HOMELESS BASED ON HISTORICAL SPENDING The FY10 budget includes approximately \$738,000 for the health care for the homeless program. In FY10, the homeless program will not fully utilize its funds because of a delay in the award of a new contract (and a revised structure) for health care services. As a result, our spending on homeless services will be at a lower rate than had been anticipated.	-5,000	0
S15	DECREASE COST: FACILITIES SUPPORT FOR MONTGOMERY CARES CLINICS Funds available for clinic facility support will be reduced. The Montgomery Cares budget currently includes \$251,770 for new clinic facility build out.	-4,400	0
S16	DECREASE COST: MISCELLANEOUS OPERATING EXPENSES IN CHILD AND ADOLESCENT MENTAL HEALTH SERVICES There is no direct service impact.	-12,720	-260
S17	DECREASE COST: ACUDETOK CONTRACT - REDUCE TRAINING AND SUPPLIES WITHOUT SERVICE REDUCTION There is no service impact. Savings will be achieved by reducing training and supplies in the Acudetok contract. To meet COMAR regulations, the contract will still fund a Licensed Acupuncturist to provide on-going supervision to the Certified Counselors to continue providing Acudetox Services in OAS. The current cost of the contract is \$13,750, so with this reduction there will still be \$6,750 available.	-7,000	-330
S18	DECREASE COST: OFFICE SUPPLIES AND EQUIPMENT BUDGET IN BEHAVIORAL HEALTH & CRISIS SERVICES There is no direct service impact. The department will achieve savings by deferring purchasing supplies and equipment and from savings for the paper and printing reduction initiative.	-10,000	-240
S19	DECREASE COST: CONTRACTUAL LAPSE IN SYSTEMS PLANNING AND MANAGEMENT There is no service impact from this reduction. The savings will be achieved through contractual lapse in Systems Planning and Management.	-5,000	0
S20	DECREASE COST: CONTRACTUAL LAPSE IN SPECIAL NEEDS HOUSING There is no service impact. The savings will be achieved as a result of contractual lapse in contractors for case management in family shelters, eviction prevention and homeless services. Additional work load will be absorbed by existing staff.	-20,760	0
Health and Human Services Total:		-971,550	-1,180

Ref No.	Title	\$	Revenue
Housing and Community Affairs			
S1	DECREASE COST: DELAY HIRING - INCREASED LAPSE (CHIEF OPERATING OFFICER) [02/01/10 - 06/31/10] These responsibilities of implementing Affordable Housing Task Force recommendations, serving on high-profile boards/committees, and reviewing master plans/legislation will be triaged and reassigned to other staff as appropriate. Because of the extensive requirements and volume of the work, some duties will not be accomplished.	-25,340	0
S2	DECREASE COST: DELAY HIRING - INCREASED LAPSE (LANDLORD TENANT MANAGER) [07/01/09 - 12/31/09] Delays in filling this position will result in increases in the workload of the Division Chief and Director in supervising seven investigators, mediating complaints/negotiating strategies, and supporting the Commission on Landlord Tenant Affairs. Customer service/satisfaction will be impacted by increased time in resolving cases.	-68,000	0
S3	DECREASE COST: REDUCE OPERATING EXPENSES Reductions will be made in costs such as printing, postage, and training. The department will encourage residents to obtain more information from our website and through alternative communications such as community newsletters, etc. There may be an impact on customer satisfaction.	-20,660	0
Housing and Community Affairs Total:		-114,000	0
Human Resources			
S1	DECREASE COST: LAPSE LABOR TEAM VACANT M2 POSITION AND TEMPORARY PROMOTION OF M3 TO FILL POSITION FOR 6 MONTHS Workload of M3 will increase.	-66,930	0
S2	DECREASE COST: LAPSE VACANT CHANGE MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT HR SPECIALIST III POSITION FOR 0.45 WORK YEAR (POSITION WAS LAPSED 0.55 WY IN FY10) Other HR Specialists on the Team will take on additional workload and timelines of some projects may be extended.	-41,400	0
S3	DECREASE COST: DECREASE EPERFORM LICENSE AND ADMINISTRATIVE SERVICES CONTRACT WITH SUCCESS FACTOR OHR will negotiate a decrease in the licensing fee for the ePerform system.	-80,000	0
S4	DECREASE COST: PROFESSIONAL SERVICES OHR IT staff will perform support services budgeted to be performed by contractor.	-15,000	0
Human Resources Total:		-203,330	0
Human Rights			
S1	DECREASE COST: LAPSE VACANT MANAGER AND INVESTIGATOR III POSITIONS The office has a vacant Investigator III position that has been vacant since July 1, 2009. This office will lapse the position through December which will generate savings of \$37,080. In addition, the office has a vacant manager position that will be lapsed to generate an additional \$11,540 in savings. The combined lapse savings for the two positions equals the savings plan of \$48,620.	-48,620	0
Human Rights Total:		-48,620	0
Inspector General			
S1	DECREASE COST: REDUCE GROUP INSURANCE	-10,000	0
S2	DECREASE COST: REDUCE CONSULTANT SERVICES	-4,280	0
Inspector General Total:		-14,280	0
Intergovernmental Relations			

Ref No.	Title	\$	Revenue
Intergovernmental Relations			
S1	REDUCE: PROFESSIONAL SERVICES - REDUCE OPERATING EXPENSES RESERVED FOR HEALTH AND HUMAN SERVICES' LEGISLATIVE ANALYST The office pays an HHS specialist (\$60,000 in other professional services) to lobby the state and federal governments on health and social service issues during the General Assembly Session in Annapolis. The HHS specialist is leaving County service and IGR is reducing the operating expenses in order to meet the savings plan. The office will work with HHS to find a replacement.	-19,740	0
Intergovernmental Relations Total:		-19,740	0
Legislative Oversight			
S1	REDUCE: REDUCE OPERATING EXPENSES The \$11,000 reduces the office's FY10 operating expense funding by 16%.	-11,000	0
S2	REDUCE: LAPSE PUBLIC ADMINISTRATION INTERN POSITION Lapsing this position reduces OLO's personnel complement by about 10%.	-16,000	0
Legislative Oversight Total:		-27,000	0
Management and Budget			
S1	REDUCE: PRINTING COSTS: BUDGET BOOK PUBLICATIONS Fewer budget books will be available for distribution to departments and books will have fewer pages printed in color. All publication documents will be available on the OMB web-site.	-34,000	0
S2	DECREASE COST: EDUCATION, TUITION, AND TRAVEL While employees will have fewer opportunities for professional development, they are encouraged to participate in low-cost or no-cost County sponsored training opportunities. This reduction will have minimal impact on customer service.	-12,900	0
S3	DECREASE COST: EQUIPMENT REPAIRS/MAINTENANCE Would allow for minimal repair needs.	-6,000	0
S4	DECREASE COST: OFFICE SUPPLIES Minimal impact on staff's ability to provide customer service to departments.	-8,000	0
S5	REDUCE: IT STAFF DETAILED TO ERP OMB will continue to respond to requests for customized reports or data requests but may need to prioritize requests.	-22,440	0
Management and Budget Total:		-83,340	0
Merit System Protection Board			
S1	DECREASE COST: FREEZE ON TRAVEL/TRAINING	-2,500	0
Merit System Protection Board Total:		-2,500	0
NDA - Desktop Modernization			
S1	DECREASE COST: DELAYED PC REPLACEMENT The Department will defer acquisition of 149 PCs during FY10 to achieve savings of \$153,880. PC acquisition and replacement will now be estimated at 1,611 units for FY10.	-153,880	0
NDA - Desktop Modernization Total:		-153,880	0
NDA - Housing Opportunities Commission			
S1	DECREASE COST: SALARY AND BENEFIT LAPSE HOC is able to recognize a savings of \$30,680 in salary and benefits due to the anticipated delays in filling positions that become vacant during FY10.	-30,680	0
NDA - Housing Opportunities Commission Total:		-30,680	0
NDA - Leases			
S1	DECREASE COST: NDA LEASES The Lease NDA will achieve its FY10 Savings Plan from a combination of two areas: 1) renegotiation of leases; and, 2) anticipated FY10 surplus from lower than budgeted pass-through costs.	-432,580	0

FY10 Savings Plan - Description/Justification

MCG Tax Supported

Ref No.	Title	\$	Revenue
NDA - Leases Total:		-432,580	0
People's Counsel			
S1	DECREASE COST: REDUCE TEMPORARY OFFICE CLERICAL SUPPORT	-2,200	0
S2	DECREASE COST: REDUCE OTHER PRINTING/COPYING COSTS	-540	0
S3	DECREASE COST: REDUCE BULK POSTAGE EXPENSE	-500	0
S4	DECREASE COST: REDUCE TRAVEL EXPENSES	-1,000	0
S5	DECREASE COST: REDUCE GENERAL OFFICE SUPPLIES EXPENSE	-500	0
S6	DECREASE COST: REDUCE BOOKS/REFERENCE MATERIALS EXPENSE	-650	0
People's Counsel Total:		-5,390	0
Police			
S1	DECREASE COST: JANUARY 2010 RECRUIT CLASS FROM 47 TO 36 POLICE OFFICER CANDIDATES Due to the DROP and the economy, the sworn attrition rate has been reduced from 5 to 3 each month. The department is just under our sworn complement at the present time, and it is likely the attrition rate will remain the same for the foreseeable future. By programming for 36 recruits in the January 2010 class, the Department will be close to full complement in early November 2010 when these officers have completed, after graduation from the Police Academy, the 14 weeks Field Training Evaluation Program (FTEP).	-475,680	0
S2	DECREASE COST: VARIOUS OPERATING EXPENDITURES These savings can be realized from the following expense categories: Travel (frozen), uniforms, ammunition, leased equipment, towing reimbursements.	-400,000	0
S3	DECREASE COST: LAPSE CIVILIAN POSITIONS TO REDUCE PERSONNEL COST There are certain civilian vacancies that are currently vacant and can remain vacant for the balance of FY10. The following positions are currently vacant and will be lapsed for the entire FY10: Program Specialist I in Personnel Division, Program Manager I in Planning and Policy Division, Supply Technician III in Management and Budget Division, Abandoned Vehicle Code Enforcement Specialist in Management and Budget Division, and Code Enforcement Inspector III in Animal Services Division.	-355,630	0
Police Total:		-1,231,310	0
Public Information			
S1	REDUCE: WEB SUPPORT SERVICES The office will reduce a \$60,000 contract with a web designer by \$10,000. The web designer will decrease his services in maintaining and updating the website.	-10,000	0
S2	DECREASE COST: PEDESTRIAN SAFETY OUTREACH EFFORTS. The office has \$30,000 designated for pedestrian safety and awareness. The office will have to rely on more free media and direct communications to promote pedestrian awareness and safety.	-10,000	0
S3	DECREASE COST: OFFICE SUPPLIES This reduction will impact the office's ability to purchase office supplies such as paper, pens, magic markers and note pads.	-7,340	0
Public Information Total:		-27,340	0
Public Libraries			

Ref No.	Title	\$	Revenue
Public Libraries			
S1	REDUCE: LIBRARY MATERIALS This reduction will bring the materials budget to \$4.2 million (24%). Similar to last year's savings plan, the reduction will be realized by purchasing fewer titles, and fewer quantities of those titles purchased. Some particular areas that are likely to be reduced: print reference, magazines, electronic sources (consolidation), music. Waiting lists for popular items may increase due to fewer quantities being purchased.	-1,350,000	0
S2	REDUCE: INCREASE LAPSE The lapse budget for MCPL is already very high. This will hold 13 vacant positions for the entire fiscal year. The proposed amount is that entire projected surplus over the \$1+ million lapse target.	-90,790	0
S3	REDUCE: GAITHERSBURG CLOSURE FOR CONSTRUCTION: LOSS OF SIX SUNDAYS The Gaithersburg branch is expected to close on or about April 1st, in advance of the expected June 1, 2010 date of construction. The savings mean that when the branch closes, its Sunday services will also close and will not be replaced by another branch during FY10 (e.g. we will only provide service on Sundays in seven branches during the last quarter of the fiscal year).	-18,570	0
S4	DECREASE COST: GAITHERSBURG SUPPLIES The savings represents 3 months savings in the Gaithersburg branch supply budget while the library is closed for packing prior to the renovation beginning.	-1,550	0
S5	REDUCE: GENERAL SUPPLIES Library branches purchase toner, rubber bands, pens/pencils, paper, and other supplies to support library operations (managing reserved items, posting policy and directional signs, advertising library programs, printing account and reference information for customers, etc.). A 15% reduction will be difficult to manage, but feasible.	-14,400	0
S6	DECREASE COST: PAPER, PRINTING AND MAIL Per the County's paper reduction initiative, MCPL is working with the Print shop now on an alternative way of notifying customers that their reserved items are ready. MCPL is conducting a campaign to encourage email notification. We will reduce the number of items printed and the print quantities for those brochures and other items that we do print. We will be requiring all units to monitor and find ways to reduce paper and printing costs.	-35,000	0
S7	DECREASE COST: BOOK PROCESSING Reducing this budget will be accommodated by adjusting the mix of items directly processed by library staff, and by further integrating the cost of pre-processing of library materials into the library materials budget proper.	-65,000	0
S8	DECREASE COST: TRAINING For FY10, the focus of training will be for an upgrade of our core business system (SirsiDynix Unicorn/Symphony integrated library system). We will restrict almost all attendance at regional and national library conferences so that the remaining funds will be available for staff training during the upgrade.	-20,000	0
Public Libraries Total:		-1,595,310	0

Regional Services Centers

S1	DECREASE COST: LAPSE BETHESDA-CHEVY CHASE REGIONAL SERVICES CENTER, ASSISTANT DIRECTOR, MANAGER III A delay in hiring the Assistant Director position will pose significant challenges to the oversight and operations of the Bethesda-Chevy Chase Regional Services Center (B-CC RSC) and may create lapses in services and in meeting administrative requirements. In its absence, the B-CC RSC is utilizing the Assistant Director of the UpCounty Regional Services Center for support.	-61,040	0
S2	DECREASE COST: LAPSE BETHESDA-CHEVY CHASE REGIONAL SERVICES CENTER, PUBLIC ADMINISTRATION INTERN A 4.5 month lapse on the Public Administration Intern Position will have minimal impacts, beyond existing office coverage and workload issues. This position has recently been approved for hiring. The timeframe lapsed is within the anticipated selection timeframe.	-8,790	0

Ref No.	Title	\$	Revenue
Regional Services Centers			
S3	DECREASE COST: LAPSE UP COUNTY REGIONAL SERVICES CENTER, PROGRAM SPECIALIST II	-8,720	0
	A lapse of 5 months will eliminate the ability to provide new programs for the Upcounty community (i.e. Internet-based community forums) and support the planned transition of Clarksburg activities from the current Ombudsman whose position will not be funded after December 31. The lapse will also result in a significant reduction in current activities that introduce and publicize UpCounty Regional Services Center services (i.e. issue-related focus groups, business community forums, positive youth development strategies, senior village project, etc.).		
S4	DECREASE COST: LAPSE EAST COUNTY REGIONAL SERVICES CENTER, PROGRAM SPECIALIST II	-14,710	0
	Lapsing the salary of the vacant part time Program Specialist II position will result in the elimination of new programs and a significant reduction in current programs such as ESOL, Jobs skills training and community focus groups. The absence of this funding will also considerably reduce the level of community outreach activities the Center is able to conduct in FY 2010.		
Regional Services Centers Total:		-93,260	0
Sheriff			
S1	REDUCE: INCREASE CIVILIAN LAPSE FOR VACANT POSITIONS	-103,160	0
Sheriff Total:		-103,160	0
State's Attorney			
S1	DECREASE COST: SALARY DIFFERENTIAL BETWEEN RETIRING EMPLOYEE AND REPLACEMENT ATTORNEY	-60,740	0
	One employee retired from the office effective 09/18/09. Turnover savings was accomplished by replacing the retiring employee with an individual making a lower salary. The replacement attorney is currently in a group position (Public Administration Intern) and will be moved into an entry level Grade 27 Attorney II position.		
State's Attorney Total:		-60,740	0
Technology Services			
S1	DECREASE COST: LAPSE 5 VACANT POSITIONS	-214,880	0
	Department of Technology Services (DTS) will not fill the following vacant positions in FY10: One (1) PSCS IT Project Manager, and Four (4) Sr. IT Specialists. Existing staff will absorb the workload of these positions. Some preventive maintenance will need to be delayed or performed less often. Additional system outages are possible, and may take longer to resolve. Some projects may be delayed or risk factors increased. DTS believes that it can operate the computing infrastructure with manageable risk to ongoing operations.		
S2	DECREASE COST: ENTERPRISE APPLICATIONS AND SOLUTIONS DIVISION (EASD): HUMAN RESOURCES MANAGEMENT SYSTEM / INTEGRAL CONTRACT	-37,500	0
	In December 2008, the County executed amendment #16 to its contract with Integral Systems, Inc for software maintenance for the County's Human Resources Management System (HRMS) payroll / personnel management system. This amendment required the County to compensate Integral \$250,000 prior to 12/31/08, plus an additional \$438,606 on July 1, 2009. In June 2009, the County entered into negotiations with Integral to reduce the balance due under the contract. Subsequently, the County executed amendment #17 to the contract. This amendment reduced the amount payable on July 1, 2009 to Integral by \$37,500.		
S3	DECREASE COST: ENTERPRISE APPLICATIONS AND SOLUTIONS DIVISION (EASD): PERSONAL COMMUNICATIONS (PCOMM) MAINTENANCE	-9,500	0
	The County has voluntarily elected to cancel its annual software maintenance for the Personal Communications (PCOMM) software. PCOMM software is used by programmers and end-users to connect to the County's mainframe applications, such as FAMIS/ADPICS, BPREP etc. By electing not to pay the annual software maintenance fees, DTS has chosen to forgo software updates, upgrades and support services that it would be entitled to under a maintenance agreement. DTS believes that it can operate the PCOMM software without the software maintenance services.		

Ref No.	Title	\$	Revenue
Technology Services			
S4	DECREASE COST: ENTERPRISE APPLICATIONS AND SOLUTIONS DIVISION (EASD): GRAPHIC INTERFACE SYSTEM (GIS) PUBLIC SAFETY DATA LOAD PROCEDURES	-11,000	0
	Several years ago, as a result of on-going issues with timeliness and data quality, DTS initiated a project aimed at improving the process of delivering Graphic Interface System (GIS) data to the County's public safety data system. This project consisted of developing process maps and detailed technical and procedural documentation describing the "as-is" and "to-be" processes related to the GIS data delivery. DTS requested and received funding to retain outside technical writing professional services to help maintain the accuracy and integrity of the documentation. DTS will transition the documentation upkeep responsibility to County staff.		
S5	DECREASE COST: ENTERPRISE APPLICATIONS AND SOLUTIONS DIVISION: COMPUTER SUPPLIES; GRAPHIC INTERFACE SYSTEMS (GIS) AND ENTERPRISE SYSTEMS SERVICES (ESS)	-8,000	0
	Enterprise Applications and Systems Division (EADS) will reduce its computer supplies acquisitions during FY10 by \$8,000. This funding is used primarily to acquire supplies such as plotting paper, toner and ink cartridges, printers and other supplies used to create Graphic Interface Systems (GIS) maps as well as various other computing and supplies needs within the division. The inventory of printing supplies may be exhausted. In the event that supplies are completely exhausted, DTS will request contributions from departments using GIS services. In cases other than GIS supplies needs, EASD will defer acquisitions until FY11.		
S6	DECREASE COST: ENTERPRISE SYSTEMS AND OPERATIONS DIVISION (ESOD): MAGIC SERVICE DESK EXPRESS (SDE) MAINTENANCE	-55,000	0
	The County has voluntarily elected to cancel its annual software maintenance for the Magic (Service Desk Express) software. Magic software is used by IT support staff to manage requests for IT help. By electing not to pay the annual software maintenance fees, DTS has chosen to forgo software updates, upgrades and support services that it would be entitled to under a maintenance agreement. DTS believes that it can operate the Magic software without the software maintenance services.		
S7	DECREASE COST: ENTERPRISE SYSTEMS AND OPERATIONS DIVISION (ESOD): MERCURY MAINTENANCE	-11,000	0
	The County has voluntarily elected to cancel its annual software maintenance for the Mercury software. Mercury software is used by Departments to input IT projects for review by DTS in the Budget IT review process and the CIO approval process. By electing not to pay the annual software maintenance fees, DTS has chosen to forgo software updates, upgrades and support services that it would be entitled to under a maintenance agreement. DTS believes that it can operate the Mercury software without the software maintenance services.		
S8	DECREASE COST: ENTERPRISE SYSTEMS AND OPERATIONS DIVISION (ESOD): PAY ADVICE FORMS	-11,000	0
	With the introduction of on-line pay advices, the County can eliminate almost all printing of pay advices and reduce orders for pay advice forms.		
S9	DECREASE COST: ENTERPRISE SYSTEMS AND OPERATIONS DIVISION (ESOD): HARDWARE EQUIPMENT PURCHASES	-108,750	0
	DTS upgrades/replaces computer equipment on an ongoing basis. A one-time savings can be achieved by delaying some upgrades/replacements until the next fiscal year. By electing to delay upgrades and replacements, DTS has chosen to forgo hardware self maintenance that would normally be done. DTS believes that it can operate the computing infrastructure without the delayed upgrades and replacements with manageable risk to ongoing operations.		
S10	DECREASE COST: ENTERPRISE SYSTEMS AND OPERATIONS DIVISION (ESOD): SHARE POINT CONTRACTOR SUPPORT	-83,200	0
	DTS has provided contractor support for establishing and customizing SharePoint collaboration sites. With SharePoint infrastructure now in place and standard templates created, contractor support can be reduced. If a department or project requires a non-standard SharePoint site or requires modification to an existing site, they will need to provide funding for the project.		
S11	DECREASE COST: TRAINING	-50,000	0
	DTS will reduce its training funds during FY10 by \$50,000. This funding is used primarily to keep staff current on changes in technology and emerging trends, updating and maintaining workforce knowledge base, and making better use of the County's technological assets.		

Ref No.	Title	\$	Revenue
Technology Services			
S12	REDUCE: INTEGRATED JUSTICE INFORMATION SYSTEM (IJIS): PRODUCTION SYSTEM MAINTENANCE Integrated Justice Information System (IJIS) will reduce the contractor support for the IJIS Production System Maintenance during FY10 by \$28,660. This funding is used to maintain the IJIS Transport, Arrest History and Inquiry applications. With the implementation of E*Justice, the IJIS Inquiry and Arrest History maintenance needs have increased. Currently, a DTS contractor is providing the necessary support. Those work hours will need to be reduced to meet the FY10 savings target. Risk of issues occurring when contractor is not on duty. As State's Attorney's Office (SAO) Case Management System (CMS) and Corrections and Rehabilitation Information Management System (CRIMS) are integrated into IJIS Inquiry, the needs will significantly increase requiring full maintenance funding in FY11.	-28,660	0
S13	DECREASE COST: ENTERPRISE TELECOMMUNICATIONS AND SERVICES DIVISION (ETSD): PUBLIC SAFETY COMMUNICAITONS SYSTEM (PSCS) VOICE RADIO MAINTENANCE The savings were realized due to a negotiated one time cost reduction with Motorola for maintenance services.	-54,000	0
S14	REDUCE: ENTERPRISE TELECOMMUNICATIONS AND SERVICES DIVISION (ETSD): PRIVATE BRANCH EXCHANGE (PBX) VOICE MAIL REPLACEMENT DTS will reduce its Voicemail System operating budget by \$34,000. The County is in the process of replacing the old system. The funding was required to support ongoing parts and diagnostics for the current OCTEL voicemail platform. The risk of not having these funds will limit our ability to support the old OCTEL system, which will be decommissioned on a phased approach. There are several sites that will not be connected to the new voicemail system during the first phase of the upgrade process, and support of these systems will still be required. Additionally, there are several scripts that reside on the Octel platform that are associated with various County call centers. These call centers will be migrated into the County wide 311 center. The scripts will need support until they are transposed to the new voicemail platform.	-34,000	0
Technology Services Total:		-716,490	0
Transportation			
S1	DECREASE COST: LAPSE EXECUTIVE ADMINISTRATIVE AIDE IN DIRECTOR'S OFFICE This position is currently vacant and has an impact on administration of various programs including community outreach by creating a backlog of administrative work.	-41,640	0
S2	DECREASE COST: LAPSE PART TIME OSC (CONSTRUCTION SECTION) Division's main duties of processing payments and correspondence will be delayed.	-25,800	0
S3	REDUCE: FREEZE KEEP MONTGOMERY COUNTY BEAUTIFUL GRANTS The Director's Office will not award any grants to communities who request assistance in beautification programs, typically landscaping and plantings.	-5,000	0
S4	DECREASE COST: DELAY HIRING IN TRAFFIC ENGINEERING Keeping various vacant positions open into the last 6 months of the fiscal year will increase the backlog for some projects and studies and cause schedule delays.	-153,440	0
S5	DECREASE COST: TICKET COLLECTION CONTRACT No ticket processing service, or revenue impact, is anticipated. The ability to respond to an exceptionally large number of tickets will be limited, but this risk is considered low.	-22,020	0
S6	REDUCE: TREE PLANTING PROGRAM This eliminates the tree planting program for FY10. DOT will actively investigate other sources to substitute for this program such as through MNCPPC and other reforestation opportunities.	-247,000	0
S8	REDUCE: BIKEWAY MAINTENANCE This eliminates the bikeway maintenance program for FY10. However, on-pavement bikeways will continue to be maintained as part of routine pavement maintenance, including sweeping and pavement repairs.	-100,000	0
S10	REDUCE: ROAD MAINTENANCE Minor reduction to the overall road maintenance budget. The road maintenance budget includes such sub-items as litter pick-up, guardrail repair and replacement, as well as grading, etc.	-100,000	0
S11	REDUCE: WEED ERADICATION PROGRAM This eliminates the annual weed eradication program for FY10.	-22,000	0

Ref No.	Title	\$	Revenue
Transportation			
S12	REDUCE: TREE MAINTENANCE/STUMP REMOVAL The reduction of tree maintenance including the elimination of stump removal funding for the remainder of the fiscal year will delay all stump removals for FY10. Sufficient funds remain in the tree program to address only stump removals of an emergency nature.	-75,000	0
S13	REDUCE: LOOP DETECTORS This action reduces the number of failed detection devices that can be returned into service.	-100,000	0
S14	REDUCE: CONTRACTUAL SHOULDER SUPPORT SERVICES This will eliminate contract support to address wholesale shoulder repairs. All emergency and high priority shoulder repairs will be handled by in-house resources.	-100,000	0
S15	REDUCE: PATCHING This represents a modest reduction of the patching program.	-56,000	0
Transportation Total:		-1,047,900	0
Zoning & Administrative Hearings			
S1	DECREASE COST: REDUCE BOOKS AND REFERENCE MATERIALS Reduction of books, videos and subscriptions -\$2,000.	-2,000	0
S2	DECREASE COST: REDUCE OFFICE SUPPLIES Reduction of general office supplies, mainly paper savings -\$500. Some reductions will require authorization of larger outgoing emails, in order to utilize electronic mailing of rezoning reports.	-500	0
S3	DECREASE COST: REDUCE PREPARATION OF TRANSCRIPTS Reduction in number of transcripts of Human Rights Commission hearing cases -\$2,000. This reduction leaves a balance in budget sufficient to cover cases known at this time.	-2,000	0
Zoning & Administrative Hearings Total:		-4,500	0
General Fund Total:		-9,041,460	-1,180

Fire**Fire and Rescue Service**

S1	DECREASE COST: ELECTRONIC PATIENT CARE REPORTING No service impact. There is a reduced need for funds because the software maintenance support is not needed in FY10 and only one, reduced master lease payment is needed (two payments were budgeted and only one payment is needed; items were not delivered until late summer).	-348,000	0
S2	DECREASE COST: MASTER LEASE FOR AMBULANCES No service impact. It was anticipated that this master lease payment for 14 ambulances would be needed for the second half of FY10. The master lease payment may be deferred because of a delay in procuring the ambulances.	-347,000	0
S3	DECREASE COST: FIRE CODE ENFORCEMENT NON-UNIFORM POSITIONS No service impact. MCFRS plans to have the new personnel working in the field by March, in accordance with the civilianization plan put forward with the FY10 budget. These positions were anticipated to be hired in September, but now it appears that hiring dates will be in early December.	-108,000	0
S4	DECREASE COST: EMERGENCY COMMUNICATIONS CENTER NON-UNIFORM POSITIONS No service impact. MCFRS plans to have the new personnel working in the field by March, in accordance with the civilianization plan put forward with the FY10 budget. These positions were anticipated to be hired in September, but now it appears that hiring dates will be in early November.	-162,000	0
Fire Total:		-965,000	0

Mass Transit**DOT-Transit Services**

Ref No.	Title	\$	Revenue
DOT-Transit Services			
S1	DECREASE COST: LAPSE INFORMATION TECHNOLOGY SPECIALIST Less support in technology management to handle ongoing integration issues, programming review of new technologies (including automated transit information on the web, PDA's, signs, etc.) and changing service needs.	-50,000	0
S2	REDUCE: PRINTING - BUS SHELTER MAPS Reduction of bus shelter information to include Neighborhood Maps (large map) and Transit Information Aids. The maps and aides contain bus routes and schedules and local information. Additional reduction will be taken in the printing of the Call and Ride coupons. Reduction of passenger information in shelters reduces the convenience and quality of Ride On service.	-34,310	0
S3	DECREASE COST: DELAY MYSTERY RIDER PROGRAM IMPLEMENTATION TO JANUARY The Mystery Rider contract allows Transit Services to monitor taxi customer service and Ride On bus service within Montgomery County. Both programs will be delayed with a start date of January. The Ride On component is necessary to demonstrate to FTA's Office of Civil Rights that the system does check on itself regarding enunciators.	-75,000	0
S4	REDUCE: SUSPEND FARE SHARE PROGRAM COUNTYWIDE Suspension of this program will impact employers currently in the program and, unless the employers increase their financial commitment, will reduce transit benefits provided by employers.	-79,000	0
S5	REDUCE: SUSPEND WHEATON SUPER FARE SHARE PROGRAM Suspension of this program will impact the ability to persuade employers in the redeveloping Wheaton area to provide transit benefits. There are currently no employers active in the program in Wheaton.	-8,270	0
S6	REDUCE: SUSPEND FRIENDSHIP HEIGHTS SUPER FARE SHARE Currently 42 employers with about 2,600 employees are enrolled in the Freindship Heights TMD, and over 500 employees receive transit benefits under this program. Unless the employers increase their financial commitment, suspension of the program will result in a reduction in the transit benefits provided to employees.	-91,000	0
S7	REDUCE: SUSPEND NORTH BETHESDA SUPER FARE SHARE PROGRAM Currently 39 employers with over 7,000 employees are enrolled, and over 900 employees receive transit benefits under this program. Unless the employers increase their financial commitment, suspension of the program will result in a reduction in the transit benefits provided to employees.	-137,000	0
S8	ENHANCE: INCREASE PRICE OF RIDE ON MONTHLY PASS FROM \$25 TO \$30 The current monthly pass costs Ride On customers \$25 a month. This proposal will increase the cost to \$30 which is still lower than if purchased daily (\$1.35 x 30) or with a SmartTrip card (\$1.25 *30). This change will be implemented in January 2010.	0	87,500
Mass Transit Total:		-474,580	87,500

Recreation**Recreation**

S1	REDUCE: DELAY IN OPENING MIDCOUNTY COMMUNITY CENTER IN FY10 The Midcounty Center was to be delivered and opened in FY10. Construction delays moved the original planned opening in the fall to early spring. However, a problem with the concrete masonry units on the building surface must be addressed by the builder. Due to the nature of the work required, the builder may not be able to mitigate the issue until the weather is more conducive to mortar/brick work (i.e. spring).	-551,170	-47,000
S2	REDUCE: DELAY IN OPENING OF WISCONSIN PLACE COMMUNITY CENTER Wisconsin Place was supposed to open in FY09. Construction and permitting delays did not allow us to open the facility until September 28, 2009. Savings are a reflection of that delayed opening.	-54,440	-15,350
S3	DECREASE COST: SEASONAL STAFF ACROSS CENTERS Due to scheduling changes implemented in F09, centers will be able to save some of the funding for seasonal staff for FY10. It may mean less staff are available for rentals.	-78,630	0

Ref No.	Title	\$	Revenue
Recreation			
S4	ENHANCE: TARGETED MARKETING TO INCREASE REVENUE FOR SPECIFIC CLASSES AND PROGRAMS	0	65,000
	While 82% of the classes that are planned are implemented, there is a segment that are cancelled due to low enrollment. In addition, some classes have a higher capacity with respect to the number of participants relative to the minimum amount needed to move a class forward. Recreation plans to collect additional revenue by more precisely targeting marketing expenses to those classes which have been historically cancelled or undefilled and by website and other marketing improvements to better advertise offerings.		
Recreation Total:		-684,240	2,650
MCG Tax Supported Total:		-11,165,280	88,970
Net Savings:		-11,254,250	
(Total Exp. Savings & Revenue Changes)			

Cable Television**Cable Communications Plan**

S1	DECREASE COST: DELAY HIRING OF PROGRAM MANAGER II UNTIL JANUARY 5, 2010	-68,930	0
	Delay filling vacancy for Program Manager II position until January 5, 2010. Greater work load will be placed on existing staff. Turn-around times for requested items will increase. There will be less available support for RFP and contract oversight. Reduced oversight of the \$3 million MCT contract may decrease the ability of the County to improve cost-efficiencies and provide effective management of resources. The work performed by outside consultants will not be able to be performed by in-house staff.		
S2	DECREASE COST: DELAY HIRING OF VISUAL INFORMATION SPECIALIST UNTIL JANUARY 5, 2010	-41,500	0
	Delay hiring of Visual Information Specialist until January 5, 2010. This will result in reduced program production editing for CCM. Fewer programs will be edited to provide web content. CCM and related web pages and social media sites will be less dynamic and have less current content.		
S3	DECREASE COST: REDUCE EMERGENCY EQUIPMENT RESERVE	-50,000	0
	Reduce ability to draw upon reserve fund to replace PEG equipment. Equipment needing emergency replacement may exceed amount remaining in annual PEG Equipment Replacement fund. Sufficient funds to replace equipment may not be available, thus adversely affecting ability to transmit cable signal on any of six PEG channels.		
Cable Television Total:		-160,430	0

Community Use of Public Facilities**Community Use of Public Facilities**

S1	DECREASE COST: OTHER REIMBURSEMENTS TO MCPS	-114,990	0
	CUPF, under the authority of the Interagency Coordinating Board (ICB), reimburses MCPS for costs incurred in making facilities available for community use to include: custodial supplies, staff costs, and "wear and tear" on the building as required by Section 44-5(b)(1) of the Montgomery County Code. These costs are projected to be lower in FY10 than originally estimated.		
S2	DECREASE COST: ELIMINATION OF PRINCIPAL ADMIN AIDE POSITION	-22,550	0
	CUPF proposes elimination of one PAA position. The impact of eliminating this position will be mitigated by expanding use of its imaging system and reducing the number of handouts and related materials photocopied. Documentation of calls to the after-hours emergency line will be recorded by the on-call supervisor and many calls previously directed to the department will be addressed by MC311. Other clerical duties will be assigned to the remaining Program Aide and Principal Admin. Aide positions.		
Community Use of Public Facilities Total:		-137,540	0

Liquor Control**Liquor Control**

Ref No.	Title	\$	Revenue
Liquor Control			
S1	DECREASE COST: PROFESSIONAL SERVICES Deferring professional services should cause DLC minimal negative impact.	-50,000	0
S2	DECREASE COST: CENTRAL DUPLICATING The department will print less price books/newsletters for licensees and salespersons. Price books and newsletters are available on the web.	-27,000	0
S3	DECREASE COST: NON-METROPOLITAN AND LOCAL AREA TRAVEL Staff will attend and/or sponsor fewer non-local and local conferences.	-17,000	0
S5	DECREASE COST: PROFESSIONAL LICENSURE AND TRAINING Employees will not be able to attend professional licensure training and other training opportunities will be reduced.	-16,350	0
S7	DECREASE COST: PROFESSIONAL MEMBERSHIPS Memberships in professional organizations will be reduced.	-10,000	0
S8	DECREASE COST: GENERAL OFFICE SUPPLIES There will be less availability of general office supplies.	-10,000	0
S9	DECREASE COST: GENERAL OFFICE FURNITURE Deferral of this item may result in a delay in replacing older, broken furniture.	-20,500	0
S10	DECREASE COST: COMPUTER SUPPLIES Deferral of this item will result in less availability of computer supplies.	-100,000	0
S11	DECREASE COST: CAMERAS Deferral may restrict wholesale operations from replacing cameras and there may be fewer cameras in retail stores.	-30,000	0
S13	DECREASE COST: FORKLIFTS Deferral of this item will delay the equipment replacement schedule by a year and may impact operations if broken equipment cannot be replaced.	-70,000	0
S14	DECREASE COST: CABINETS, SHELVES AND STORAGE UNITS Deferral of this item may provide for less display area at the retail stores.	-6,000	0
S15	DECREASE COST: FLOOR AND WALL COVERINGS Deferral of this item will delay store refurbishments.	-43,000	0
S16	DECREASE COST: TRUCKS ONE TON AND GREATER Deferral of this item will delay the department replacement schedule and may result in increased maintenance costs.	-320,000	0
S17	DECREASE COST: PERSONNEL COSTS The reduction of \$281,290 in personnel costs will come from additional lapse.	-281,290	0
Liquor Control Total:		-1,001,140	0

Montgomery Housing Initiative

Housing and Community Affairs

S1	DECREASE COST: DELAY HIRING - INCREASE LAPSE (CHIEF OPERATING OFFICER) [02/01/10 - 06/31/10] See impact for the General Fund.	-36,080	0
S2	DECREASE COST: REDUCE OPERATING EXPENSES Minimal service impact is expected in the provision of affordable housing units or clients served.	-431,030	0
Montgomery Housing Initiative Total:		-467,110	0

Parking District - Bethesda

DOT-Parking Lot Districts

Ref No.	Title	\$	Revenue
DOT-Parking Lot Districts			
S1	REDUCE: PAINTING The frequency of re-striping PLD facilities through contract painting will change from a 2-year cycle to a 4-year cycle. The clarity and visibility of striping for parking spaces and associated traffic movements will be diminished, and the effects of traffic and weather "wear and tear" will be more pronounced. Parking customers may find it increasingly difficult to properly identify spaces and facility capacity may be reduced due to vehicles taking up more than one space.	-50,000	0
S2	REDUCE: CONTRACT JANITORIAL SERVICES Daily contract janitorial services at supported PLD facilities will be reduced from 8 hours a day to 5 ½ hours a day. Parking customers will notice lower standards of cleanliness.	-119,250	0
Parking District - Bethesda Total:		-169,250	0
Parking District - Montgomery Hills			
DOT-Parking Lot Districts			
S1	REDUCE: CONTRACT LITTER COLLECTION Coverage for daily contract litter pickup services at supported PLD facilities will be reduced from 8 hours a day to 6 hours a day. Parking customers will notice lower standards of cleanliness.	-1,750	0
Parking District - Montgomery Hills Total:		-1,750	0
Parking District - Silver Spring			
DOT-Parking Lot Districts			
S1	DECREASE COST: CLOSURE OF GARAGE 21 FOR TWO YEARS DURING RENOVATIONS Savings in maintenance and utilities in FY10 will be \$53,430 for the ½ year from January to June. No impact on PLD revenues anticipated, as parking demand shifts to adjacent Garage #2.	-53,430	0
S2	REDUCE: PAINTING The frequency of re-striping PLD facilities through contract painting will change from a 2-year cycle to a 4-year cycle. The clarity and visibility of striping for parking spaces and associated traffic movements will be diminished, and the effects of traffic and weather "wear and tear" will be more pronounced. Parking customers may find it increasingly difficult to properly identify spaces and facility capacity may be reduced due to vehicles taking up more than one space.	-55,000	0
S3	REDUCE: CONTRACT JANITORIAL SERVICES Daily contract janitorial services at supported PLD facilities will be reduced from 8 hours a day to 7 hours a day. Parking customers will notice lower standards of cleanliness.	-52,210	0
Parking District - Silver Spring Total:		-160,640	0
Parking District - Wheaton			
DOT-Parking Lot Districts			
S1	REDUCE: PAINTING The frequency of re-striping PLD facilities through contract painting will change from a 2 year cycle to a 3+ year cycle. The clarity and visibility of striping for parking spaces and associated traffic movements will be diminished, and the effects of traffic and weather "wear and tear" will be more pronounced. Parking customers may find it increasingly difficult to properly identify spaces and facility capacity may be reduced due to vehicles taking up more than one space.	-19,440	0
Parking District - Wheaton Total:		-19,440	0
Permitting Services			
Permitting Services			
S1	DECREASE COST: SERVICES AND CONTRACTS Reductions will have a manageable impact on service delivery and operations. Permitting activity has been down and is projected to continue this trend in FY10.	-86,000	0

Ref No.	Title	\$	Revenue
Permitting Services			
S2	DECREASE COST: EQUIPMENT REPAIRS AND MAINTENANCE There will be no impact to DPS. DPS was notified that parts are no longer available for the scanners currently in use and therefore the maintenance contract is no longer necessary. Maintenance and repairs will be done in house if necessary.	-21,610	0
S3	DECREASE COST: PRINTING AND MAILING SERVICES Permitting activity has been down and is projected to continue this trend in FY10. Due to the reduced volume costs associated with permit processing such as printing and mailing will be less and will have no impact to operations.	-60,960	0
S4	DECREASE COST: UNIFORMS AND SUPPLIES Permitting activity has been down and is projected to continue this trend in FY10. Costs associated with permit processing, plan review and inspections such as uniforms and supplies will be less with no impact to operations.	-105,240	0
S5	DECREASE COST: TRAVEL, EDUCATION AND MEMBERSHIPS Reimbursement for certification courses will be limited to only those courses necessary for employee certification and advancement.	-82,000	0
S6	DECREASE COST: COMMUNICATION SERVICES Due to the large volume of vacant positions, DPS is able to reduce communication costs without compromising operations.	-45,000	0
S7	DECREASE COST: ADVERTISING FOR JOBS Permitting activity has been down and is projected to continue this trend in FY10. DPS has lapsed all vacant positions and currently has adequate staff to cover any additional vacancies that may occur through the end of the fiscal year and does not anticipate the need for recruiting and advertising of jobs. There should be no impact to operations.	-5,200	0
Permitting Services Total:		-406,010	0

Solid Waste Collection**DEP-Solid Waste Services**

S1	DECREASE COST: REFUSE COLLECTION SAVINGS Savings resulting from FY10 actual contract CPI slightly lower than budgeted.	-100,220	0
Solid Waste Collection Total:		-100,220	0

Solid Waste Disposal**DEP-Solid Waste Services**

S1	DECREASE COST: RESOURCE RECOVERY FACILITY SAVINGS Savings resulting from lower operating expenditures due to electricity pricing pilot.	-500,000	0
S2	DECREASE COST: OUT OF COUNTY HAUL SAVINGS Efficiency savings resulting from increasing average load weights and shortening travel distances for rubble recycling (using MD facility instead of VA facility).	-306,000	0
S3	DECREASE COST: RESIDENTIAL RECYCLING SAVINGS Savings resulting from FY10 actual contract CPI slightly lower than budgeted.	-312,000	0
Solid Waste Disposal Total:		-1,118,000	0

Water Quality Protection Fund**Environmental Protection**

S1	DECREASE COST: CONTRACTUAL COST FOR MISCELLANEOUS STREAM RESTORATION MAINTENANCE No service impact. The contractual cost for Miscellaneous Stream Restoration in FY10 is less than originally anticipated.	-10,000	0
S2	DECREASE COST: EASEMENT PREPARATION ASSISTANCE No service impact. Because of the need to train a new employee to handle the responsibilities associated with easement preparation assistance, DEP expects to prepare fewer easements than expected in FY10, with a corresponding reduction in expenses. We do not anticipate an adverse impact in the short term. However, we plan to fully implement the program next year.	-20,340	0

Ref No.	Title	\$	Revenue
Environmental Protection			
S3	REDUCE: CONTRACTUAL COSTS FOR ABOVE-GROUND STORMWATER MANAGEMENT FACILITIES - MAINTENANCE PROGRAM This budgetary action defers maintenance of the least critical components on approximately 101 above-ground Stormwater Management facilities. Based on facility inspections, we will identify and prioritize maintenance that can be deferred with minimal impact. In the event that deferring maintenance on certain facility components is not feasible, reductions would be made in other programs in order to meet DEP's savings plan target.	-27,810	0
S4	REDUCE: CONTRACTUAL COSTS FOR BELOW-GROUND STORMWATER MANAGEMENT FACILITIES - MAINTENANCE PROGRAM This budgetary action defers maintenance of the least critical components on approximately 250 below-ground Stormwater Management facilities. Based on facility inspections, we will identify and prioritize maintenance that can be deferred with minimal impact. In the event that deferring maintenance on certain facility components is not feasible, reductions would be made in other programs in order to meet DEP's savings plan target.	-52,540	0
S5	DECREASE COST: CONTRACTUAL COSTS - LOW IMPACT DEVELOPMENT - RESIDENTIAL No service impact. Due to the availability of more complete plans, the planned Rainscapes implementation of 15 sites was reduced to 14 sites at the Rock Creek site.	-6,670	0
S6	REDUCE: CONTRACTUAL COSTS - STREETSWEeping Reduces projected streetsweeping from 12 to 11 sweepings per year. Depending on weather conditions, we believe that January sweeping could be eliminated with minimal impact.	-8,300	0
S7	DECREASE COST: CENTRAL DUPLICATION - INTERNAL PRINTING DEP is one of the lead agencies in helping to implement the CAO's ongoing paper and printing reduction efforts. In support of those efforts, DEP has already implemented paper and printing reduction goals through internal monitoring of paper consumption and reduction of educational printed materials.	-2,630	0
S8	DECREASE COST: CENTRAL DUPLICATION - OTHER PRINTING AND MAIL DEP is one of the lead agencies in helping to implement the CAO's ongoing paper and printing reduction efforts. In support of those efforts, DEP has already implemented paper and printing reduction goals through internal monitoring of paper consumption and reduction of educational printed materials.	-3,750	0
S9	DECREASE COST: TRAINING ONLY FOR REQUIRED CERTIFICATIONS Reduce training/education budget to include only mandated certification training for staff.	-1,400	0
Water Quality Protection Fund Total:		-133,440	0
MCG Non-Tax Supported Total:		-3,874,970	0
Net Savings:		-3,874,970	
(Total Exp. Savings & Revenue Changes)			

Motor Pool**DGS-Fleet Management Services**

S1	DECREASE COST: DEFERRAL OF PUBLIC SAFETY REPLACEMENTS No negative service impact	-1,455,620	0
Motor Pool Total:		-1,455,620	0

Printing & Mail**General Services**

S1	DECREASE COST: LAPSE - WAREHOUSE WORKER The warehouse worker position will be lapsed in FY10.	-30,000	0
S2	DECREASE COST: MAINTENANCE COST With new equipment installation and maintenance upgrades in the print shop, the overall maintenance liability will decrease by \$4,083 per month (\$49,000:6 months=\$4,083)	-24,500	0

Ref No.	Title	\$	Revenue
General Services			
S3	DECREASE COST: MAIL REDUCTION The mail volume has decreased and mail presorting continues to prove savings.	-18,930	0
S4	DECREASE COST: PAPER EXPENSES Printing services estimates an additional savings above the Executive's paper reduction estimates.	-24,500	0
Printing & Mail Total:		-97,930	0
MCG Internal Service Funds Total:		-1,553,550	0
Net Savings: (Total Exp. Savings & Revenue Changes)		-1,553,550	
MCG Total:		-16,593,800	88,970
MCG FY10 Net Savings (Total Exp. Savings & Revenue Changes)		-16,682,770	

Ref No.	Title	\$	Revenue
MCPS Current Fund			
MCPS			
S1	DECREASE COST: MCPS FY10 SAVINGS PLAN	-9,702,700	0
MCPS Current Fund Total:		-9,702,700	0
MCPS Tax Supported Total:		-9,702,700	0
Net Savings:		-9,702,700	
(Total Exp. Savings & Revenue Changes)		-9,702,700	
MCPS Total:		-9,702,700	0
MCPS FY10 Net Savings			
(Total Exp. Savings & Revenue Changes)		-9,702,700	

Ref No.	Title	\$	Revenue
MC Current Fund			
Montgomery College			
S1	DECREASE COST: FY10 MONTGOMERY COLLEGE SAVINGS PLAN	-1,070,790	0
MC Current Fund Total:		-1,070,790	0
MC Tax Supported Total:		-1,070,790	0
Net Savings:		-1,070,790	
(Total Exp. Savings & Revenue Changes)			
MC Total:		-1,070,790	0
MC FY10 Net Savings			
(Total Exp. Savings & Revenue Changes)		-1,070,790	

Ref No.	Title	\$	Revenue
M-NCPPC Administration			
M-NCPPC			
S1	DECREASE COST: MNCPPC REDUCTIONS TO MEET THE SAVINGS PLAN TARGET	-624,980	0
M-NCPPC Administration Total:		-624,980	0
M-NCPPC Park (w/out Debt Serv.)			
M-NCPPC			
S1	DECREASE COST: MNCPPC REDUCTIONS TO MEET THE SAVINGS PLAN TARGET	-1,555,020	0
M-NCPPC Park (w/out Debt Serv.) Total:		-1,555,020	0
M-NCPPC Tax Supported Total:		-2,180,000	0
Net Savings:		-2,180,000	
(Total Exp. Savings & Revenue Changes)		-2,180,000	
M-NCPPC Total:		-2,180,000	0
M-NCPPC FY10 Net Savings		-2,180,000	
(Total Exp. Savings & Revenue Changes)		-2,180,000	

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

November 10, 2009

MEMORANDUM

To: Members of the Board of Education

From: Jerry D. Weast, Superintendent of Schools

Subject: Monthly Financial Report and Year-end Projections, as of September 30, 2009

This financial report reflects the actual financial condition of Montgomery County Public Schools (MCPS) as of September 30, 2009, and projections through June 30, 2010, based on program requirements and estimates made by primary and secondary account managers. At this time, revenues have a projected surplus of \$400,000, while expenses have a projected surplus of \$9,900,000. Staff will continue to closely monitor both revenues and expenditures. A discussion of the actual financial condition of MCPS as of September 30, 2009, and projected revenues and expenditures through June 30, 2010, follows.

REVENUE

Total revenue is projected to be \$2,215,885,653. This amount is \$400,000 greater than the revised budgeted amount. Projected county, state, federal, and other revenues are described below.

County

The projected revenue from the county is \$1,528,258,555.

State

The projected revenue from the state is \$441,089,248. This is \$1,000,000 more than the amount budgeted and is the result of an increase in projected reimbursement for special education non-public placement tuition.

Federal

The projected revenue from Impact Aid is \$245,000.

Other

The projected revenue from other sources is \$5,389,568. This is \$600,000 less than the amount budgeted and is the result of lower than anticipated investment income due to reduced interest rates.

Appropriated Fund Balance

The projected revenue from appropriated fund balance is \$50,383,758.

Enterprise Funds

The projected revenue from enterprise funds is \$56,309,104.

Supported Projects

The anticipated revenue for supported projects is \$134,210,420. This estimate includes \$8,559,184 carried forward from FY 2009. Projects approved through September 30, 2009, have been assigned \$119,528,338.

EXPENDITURES

There is a projected surplus of \$9,900,000. There are projected surpluses in Category 1, Administration; Category 2, Mid-level Administration; Category 4, Textbooks and Instructional Supplies; Category 5, Other Instructional Costs; Category 6, Special Education; Category 9, Student Transportation; and Category 10, Operation of Plant and Equipment. These projections are preliminary because they reflect data from only the first three months of the fiscal year and one full month of the school year.

As a result of increasing concerns about the fiscal outlook for the remainder of FY 2010, comprehensive expenditure restrictions were imposed on August 20, 2009, requiring managers to make only absolutely necessary expenditures for the remainder of the fiscal year. Each manager included the impact of these comprehensive expenditure restrictions with their expenditure projections for the remainder of the fiscal year. Based on a preliminary review of the expenditure projections, an estimate of how year-end expenditures will be reduced has been made. These estimates have been incorporated into this monthly financial report.

The following provides an explanation for each of the categorical variations:

Category 1 – Administration

The projected surplus of \$1,000,000 in Category 1, Administration, is primarily a result of savings resulting from the comprehensive expenditure restrictions imposed on August 20, 2009, including savings in position salaries.

Category 2 – Mid-level Administration

The projected surplus of \$1,700,000 in Category 2, Mid-level Administration, is primarily a result of savings in non-position salary accounts and in non-personnel accounts, both resulting from the comprehensive expenditure restrictions imposed on August 20, 2009. There also are savings in position salary accounts due to higher lapse and turnover.

Category 4—Textbooks and Instructional Supplies

The projected surplus of \$1,500,000 in Category 4, Textbooks and Instructional Supplies, is based on the effect of the comprehensive expenditure restrictions imposed on August 20, 2009. School allocations for textbooks and instructional supplies are exempt from the expenditure restrictions, but savings are projected in centrally purchased materials.

Category 5—Other Instructional Costs

The projected surplus of \$1,000,000 in Category 5, Other Instructional Costs, is based on the effect of the comprehensive expenditure restrictions imposed on August 20, 2009. The surplus is primarily a result of restrictions on furniture and equipment purchases. The surplus also is a result of restrictions on travel and a variety of other expenditures, including staff development activities.

Category 6 – Special Education

The projected surplus of \$1,200,000 in Category 6, Special Education, is partially the result of salary savings due to higher than anticipated lapse and turnover. In addition, savings in non-salary accounts have been generated as a result of the comprehensive expenditure restrictions imposed on August 20, 2009.

Category 9 – Student Transportation

The projected surplus of \$1,000,000 in Category 9, Student Transportation, is primarily a result of lower than anticipated diesel fuel costs. The FY 2010 budgeted amount for diesel fuel per gallon is \$2.50. Current projections are based on an average price of \$2.25 per gallon. There also are savings in salary and supply accounts.

Category 10 – Operation of Plant and Equipment

There is a projected surplus of \$2,500,000 in Category 10, Operation of Plant and Equipment. The surplus is a result of lower than anticipated utilities costs, primarily due to lower electricity rates. MCPS has benefited from strategies to lock in prices for electricity and natural gas purchases through competitive bidding. Savings also are the result of conservation efforts that have helped to reduce actual usage of utilities.

MONTGOMERY COUNTY PUBLIC SCHOOLS
Monthly Financial Report and Year-end Projects
As of September 30, 2009

REVENUE

Source	FY 2010 Original Budget	Revised Budget(a)	Projection		Current Report Variance Over (Under) Revised Budget
			As of 9/30/2009	As of	
County	\$ 1,529,554,447	\$ 1,528,258,555 (d)	\$ 1,528,258,555	\$ -	\$ -
State	440,089,248	440,089,248	441,089,248		1,000,000
Federal	245,000	245,000	245,000		-
Other	5,989,568	5,989,568	5,389,568		(600,000)
Appropriated fund balance	44,200,000	50,383,758 (b)	50,383,758		-
Subtotal	2,020,078,263	2,024,966,129	2,025,366,129	-	400,000
Food Services	47,821,972	47,821,972	47,821,972		-
Real Estate Management	2,651,095	2,698,525	2,698,525		-
Field Trip	2,314,716	2,314,742	2,314,742		-
Entrepreneurial Activities	1,774,100	1,784,924	1,784,924		-
Instructional Television	1,581,510	1,688,941	1,688,941		-
Supported Projects	124,355,344	134,210,420 (c) (d)	134,210,420		-
Total	<u>\$ 2,200,577,000</u>	<u>\$ 2,215,485,653</u>	<u>\$ 2,215,885,653</u>	<u>\$ -</u>	<u>\$ 400,000</u>

Notes:

(a) Revised budget includes carryover of prior year encumbrances.

(b) Includes \$6,183,758 for prior year encumbrances.

(c) Includes \$8,559,184 carried forward from FY 2009.

(d) Includes \$1,295,892 revenue shift from local to supported projects to recognize additional IDEA funds received.

MONTGOMERY COUNTY PUBLIC SCHOOLS
Monthly Financial Report and Year-end Projections
As of September 30, 2009

EXPENDITURES

Category	Authorized Expenditures	Expenditures and Encumbrances 9/30/2009	Projected Expenditures 6/30/2009	Current Report Projected Year-end Balance	Prior Report Projected Year-end Balance	Variance Over (Under)	(a) Percentage
01 Administration	\$ 41,894,433	\$ 36,270,712	\$ 4,623,721	\$ 1,000,000	\$ -	\$ 1,000,000	2.39
02 Mid-level Administration	133,418,317	129,321,755	2,396,562	1,700,000	-	1,700,000	1.27
03 Instructional Salaries	823,306,410	790,241,098	33,065,312	-	-	-	-
04 Textbooks and Instructional Supplies	30,877,515	15,445,353	13,932,162	1,500,000	-	1,500,000	4.86
05 Other Instructional Costs	12,589,052	3,952,153	7,636,899	1,000,000	-	1,000,000	7.94
06 Special Education	249,880,439	203,948,421	44,732,018	1,200,000	-	1,200,000	0.48
07 Student Personnel Services	10,090,371	10,276,732	(186,361)	-	-	-	-
08 Health Services	41,002	20,172	20,830	-	-	-	-
09 Student Transportation	92,993,511	64,289,610	27,703,901	1,000,000	-	1,000,000	1.08
10 Operation of Plant	91,027,198	67,342,043	21,185,155	2,500,000	-	2,500,000	2.75
11 Maintenance of Plant and Equipment	34,416,987	28,032,128	6,384,859	-	-	-	-
12 Fixed Charges	424,843,572	111,298,882	313,544,690	-	-	-	-
14 Community Services	50,000	-	50,000	-	-	-	-
Debt Service	79,537,322	16,446,602	63,090,720	-	-	-	-
Subtotal	2,024,966,129	1,476,885,661	538,180,468	9,900,000	-	9,900,000	0.49
61 Food Services	47,821,972	21,178,477	26,643,495	-	-	-	-
51 Real Estate Management	2,698,525	1,627,260	1,071,265	-	-	-	-
71 Field Trip	2,314,742	445,566	1,869,176	-	-	-	-
81 Entrepreneurial Activities	1,784,924	904,562	880,362	-	-	-	-
37 Instructional Television	1,688,941	1,105,781	583,160	-	-	-	-
Supported Projects	134,210,420	66,693,740	67,516,680	-	-	-	-
Total	\$ 2,215,485,653	\$ 1,568,841,047	\$ 636,744,606	\$ 9,900,000	\$ -	\$ 9,900,000	0.45

Note:

(a) Percentage of projected year-end balance to authorized expenditures.

Montgomery College

Office of the President

October 13, 2009

MEMORANDUM

TO: The Montgomery College Community

FROM: Dr. Hercules Pinkney, Interim President

SUBJECT: Montgomery College Budget Savings Plan FY2010

Let me begin by thanking you for the excellent job you did in accommodating a record number of students this fall. I am proud that Montgomery College continues to be the first choice for higher education in Montgomery County. During this economic downturn, residents have come to the College to earn a degree, update skills, or learn a new trade, and we can expect this enrollment increase to continue. If past history is any indication, recessions bring increases in community college enrollment and a corresponding decline in state and local financial support.

That decline in aid is indeed a reality, as the budget picture continues to be grim in both Maryland and Montgomery County. Governor O'Malley announced \$450 million in budget cuts, employee layoffs, and furloughs in late August. More than \$210 million of the cuts were in state aid to local governments. Montgomery College's initial share of the state budget cut is \$1.9 million. In addition, Montgomery County has requested that the College participate in its savings plan and reduce spending by \$1.1 million. ***We must address this combined \$3 million revenue shortfall through specific, transparent and measurable spending reductions.***

In order to ensure that Montgomery College covers its estimated \$3 million revenue shortfall, the following budget reduction strategies will be implemented immediately. I have directed Marshall Moore [VP for Administrative & Fiscal Services] and Paula Matuskey [Interim Senior VP for Educational Services] to oversee the administration of these budget reduction strategies. Please direct all questions to these two senior vice presidents. The Montgomery College Budget Savings Plan includes:

- *Freezing hiring until further notice, except for those positions deemed essential and approved by the senior vice presidents and chief human resources officer. The PART (Position Action Review Team) protocol has been abolished. All recruitments funded by the operating budget and currently underway will be examined on a case-by-case basis to determine the appropriate course of action. **Faculty recruitments are the only employee class exempt from this hiring freeze.***
- *Reducing temporary positions Collegewide to generate savings in uncommitted budgetary funding.*
- *Restricting long distance travel and conferences/meetings. A detailed set of guidelines covering this area, along with rules governing any exceptions, is attached.*

- *Limiting spending for furniture and equipment to key instructional or academic purposes. All requisitions will be reviewed by the senior vice presidents for approval.*
- *Deferring all major purchases that are not essential to the services we offer to our students. All purchase resolutions proposed for action by the Board of Trustees will be examined by the President's Executive Council first to determine if they should proceed. This executive review will be guided by an abiding commitment to academic programs and fiscal restraint.*

Unfortunately, the fiscal challenges are likely to continue. The Governor is considering a second round of mid-year reductions. It can be anticipated that next year's state and county funding will be extremely austere. This means that every budget account manager should look closely at their spending plans and develop ways to conserve resources, such as curtailing meals for employee meetings. Finance Office staff members are preparing the first quarterly financial report; it should provide additional guidance on actions that will be necessary to get through this difficult fiscal climate. After this report is reviewed, we will be in a better position to decide when and if additional reductions are necessary.

I also plan to convene a Budget Advisory Committee that will include members from all employee groups across the College. The committee will work on ways to control the growth of spending, identify both short and long-term cost savings, and improve budget decision making. One of the specific charges of the Committee will be to examine existing major contracts to ensure resources are being expended in the best interest of the College. I am taking the lead in this regard and have already eliminated one major contract in the President's Office.

Please remember that your questions about budgetary matters or your suggestions on ways we can operate more efficiently or effectively are always welcome. Please use the suggestion box found on the Budget Office Web site at: www.montgomerycollege.edu/Departments/budget/.

As noted earlier, the state has been forced to take the drastic measure of implementing employee furloughs and layoffs as a result of budget shortfalls. At this time it does not appear that Montgomery College will need to take such action. However, we are planning ahead. As economic conditions at the state and county continue to deteriorate, the prospect of implementing furloughs or layoffs may warrant further consideration. Let me be clear: my intention is to avoid such action, but I cannot rule out this option entirely. I wish to be open and honest on this matter, given its seriousness.

In closing, I ask for your collaboration and cooperation as we move forward with these budget savings strategies. The current fiscal climate is likely to last for quite some time. While our funding is at risk for further cuts, I remain optimistic that we will find ways to work more efficiently and effectively while we streamline our administrative processes and increase our commitment to instructional quality. Thank you for your continued support, and I know that by working together, we will get through these difficult times. Remember, Montgomery College is strong. Montgomery College is family. Montgomery College is one.

MONTGOMER COLLEGE
BUDGET ADVISORY COMMITTEE
TEAMING UP TO ADDRESS THE CURRENT AND FUTURE BUDGET REDUCTIONS

The Montgomery Budget Advisory Committee is charged with ensuring inclusion of the broad College community in the process of addressing existing and pending budget reductions.

The goals of the Committee are to:

- Identify priority areas to be maintained or enhanced for future strength
- Identify efficiencies and recommend more effective alternatives
- Preserve human capital wherever possible
- Ensure that each unit/organization operates within its budget
- Down-size or eliminate non-critical activities
- Develop an effective External and Internal communications process for committee activities

The Committee is chaired by _____ and is made up of:

- Organization heads including provost and deans
- Faculty (Full-time and Part-time)
- Bargaining and Non-Bargaining staff
- Student representatives?

Subcommittee Information

- Steering Committee
- The Steering Committee is a working group(s) that will develop recommendations to be taken to the entire committee for discussion and approval. It is comprised of.....
- The committee should also review the suggestions submitted to the Budget Office website for feasibility and possible implementation.

Possible areas that should be reviewed:

- Contracts
- Revenue Enhancements
- Temporary Staffing
- Process Improvements
- Organization duplication/possible streamlining
- Course Fees
 - Lab & Technology
 - Variable Tuition
 - Distance Education
- Early Retirement Programs/Furloughs
- Computer and Printer Replacement Strategies
- ESH – currently being reviewed by the Deans
- Printing – a subgroup is currently reviewing
- Optimal class load



MONTGOMERY COUNTY PLANNING BOARD

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

VIA EMAIL


OFFICE OF THE CHAIRMAN

MEMORANDUM

October 15, 2009

TO: The Honorable Isiah Leggett
County Executive
Executive Office Building
Rockville, MD 20850

Phil Andrews, President
Montgomery County Council
100 Maryland Avenue
Rockville, Maryland 20850

FROM: 
Royce Hanson, Chairman
Montgomery County Planning Board

SUBJECT: FY10 Savings Plan

The Montgomery County Planning Board is committed to participating in the County's FY10 savings plan. The Board has carefully reviewed the current fiscal status of its tax-supported budgets to determine how we can accomplish the target of \$2.1 million savings from our FY 2010 budget while limiting unavoidable impact on services. Instead of making an across the board cut to all departments, we evaluated each department's needs and opportunities for FY 10 savings that minimize program damage. The summary of savings by department is listed below:

FY10 MNCPPC Mid-Year Savings Plan in Montgomery County			
Department	FY10 Budget - MC		% of Budget
	(Excluding Debt, Grant and Reserves)	Reductions	
Park Fund	\$79,019,100	(\$1,555,020)	-1.97%
Admin Fund:			
MC Comm	\$1,208,400	(\$27,190)	-2.25%
MC Planning	\$18,531,800	(\$347,790)	-1.86%
MC - CAS	\$7,886,800	(\$250,000)	-3.17%
Admin Fund Subtotal	\$27,627,000	(\$624,980)	-2.26%
Total	\$106,646,100	(\$2,180,000)	-2.04%

DEPARTMENT OF PARKS

The total adopted FY10 Park Fund budget is \$79,019,100, exclusive of debt service, reserves, and grants. For the Department of Parks, (including Police), we propose FY10 savings of \$1,555,020.

The following factors were considered to determine the impact of the savings on the Department of Parks:

1. The Department's adopted FY10 work program is predicated on an authorized complement of 729 career positions and 6 term contract positions.
2. For FY10, the Department's has an assessed lapse of \$4,473,300 which equates to approximately 52 positions. This is a 7.5% lapse across all Park Fund divisions. However, in reality, the majority of vacancies occur in the maintenance and police divisions. The other divisions do not carry many, if any, vacancies. This places a greater lapse burden on the work program for the park maintenance and police divisions.

The Department is currently carrying enough vacancies to achieve the 7.5% lapse through frozen positions. Lapse achieved through normal attrition is historically 4% to 5%. Any further savings must be realized by freezing future vacancies.

3. The Department's adopted FY10 budget included work program reductions that were carried forward from reductions taken in the FY09 budget. This included reductions in technology efficiencies, staff training, professional contracts, support to outside organizations for events, horticulture annual plantings including closing the Pope Farm green houses, and select services for managed community open space, such as routine maintenance and repairs, litter control and patrols in urban and neighborhood parks.
4. In the FY09 budget process, Parks received 4 operational budget impact (OBI) positions for new CIP and developer-built parks. Due to the budget situation in FY10, we did not request any new OBI positions, though acreage and new parks were added to the park system. The new positions in FY09 were immediately frozen to meet the FY09 savings plan and continue to be frozen in FY10. The Department must still maintain and police these parks which further stretch the Parks staff ability to adequately maintain all the parks in the system.

To meet the \$1,555,020 in savings, the following actions have been identified:

Action	Impact	Savings
Freeze anticipated vacancies	A hiring freeze will greatly impact the safety and functionality of our parks. This will impact <ul style="list-style-type: none">• Park maintenance of the parks which will result in a degraded appearance in the parks such as increased litter, taller grass, deteriorated play equipment, non-functioning water fountains, etc.	\$600,020

	<ul style="list-style-type: none"> Fewer staff to be out in the field to monitor maintenance needs and to attend public meetings. Park Police patrols in the parks, the ability to investigate crimes, and community outreach Park Rangers to monitor hot spots and ball fields within the county parks 	
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Reduce funding for seasonal staff	This reduction will directly affect the Parks ability to provide adequate park maintenance and to prepare ballfields in the spring. This will impact future jobs for youth by not hiring young people in seasonal positions.	\$40,000
Defer all capital outlay equipment purchases such as large mowers, tree crew equipment, and ballfield maintenance machines	This reduction will require equipment which is nearing, or has already reached, the end of its useful life to remain in service. Because of the age and condition of the equipment, downtime will increase and maintenance frequency will suffer. Additionally, the cost of keeping these pieces in service will increase dramatically and replacement parts may no longer be available. Ultimately the equipment may deteriorate to the point of compromising operator safety and will need to be removed from service. Deferring the purchases now will only add to an already significant backlog of equipment replacement and upgrade.	\$598,000
Defer final phase of voice over IP (VOIP) purchase	Deferring the migration of the last 5 of 31 sites to VOIP will impact the Park Fund in that phone calls made on the old phone system are more costly and the old system requires more maintenance.	\$111,000
Reduce printing	This will diminish the Parks ability to provide brochures and educational information for the public.	\$16,000
Reduce professional development/training	This will defer or eliminate management and work related seminars and training which can result in lower employee job satisfaction, lower innovation in the workplace, and increased risk management issues.	\$20,000
Reduce architectural contract for historic renovations	This reduction will result in fewer historic building rehabilitation projects for projects requiring Historic Area Work Permits and/or permits. Projects that may be affected include: Red Door Store, Joseph White House, WSSC East, and Needwood Mansion.	\$15,000
Eliminate contract for graffiti abatement	This may result in an increase in graffiti in parks. Since much graffiti is gang related, this may cause an increase in need for police patrols in gang areas.	\$7,500
Reduce contract and supplies for non-native invasive program	Reducing the contact and herbicides for the non-native invasive program would cut treatment to 225 acres in the county's highest quality natural areas of parkland allowing the degradation of our natural resources. This setback will allow areas that received some treatment over the past two years to re-grow thus losing the progress made in prior years.	\$48,100
Defer computer replacements	This reduction would require employees to use computer equipment which exceeds the adopted replacement cycle, resulting in obsolete technology and limiting expansion of management tools.	34,800
Reduce spending for office supplies and defer planned replacement of worn out and ergonomically deficient office furniture	Minimal impacts.	\$64,600
TOTAL REDUCTION		\$1,555,020

PLANNING DEPARTMENT

For FY10, the Planning Department's approved share of the Administration Fund is \$18,531,800, excluding grants. The Planning Department proposes saving of 1.88% of its approved Administration Fund budget, or \$347,790.

Saving an additional \$347,790 has a significant impact on the Planning Department because it currently has 30 vacancies, almost all of which must be frozen to meet the budgetary requirements of adopted FY10 budget and in anticipation of FY11. As a consequence only 152 of the 182 authorized positions on which the work program was based are filled. Nine of these positions represent the assessed lapse equal to \$898,000. Three positions are unfunded to accommodate the reduction of \$245,000 in the transfer from the Administration to the Development Review Special Revenue Fund.

To achieve 1.88% in savings, the following actions have been identified:

Action	Saving
<ul style="list-style-type: none">Freeze three additional vacant positions for the remainder of FY10; and	\$337,000
<ul style="list-style-type: none">Cut spending in operational expenses in such areas as professional services, subscriptions, memberships, seminars, training, and departmental supplies	\$10,790
Total	\$347,790

Shortfall in Special Revenue Fund Could Exceed More Than the Savings. As of the end of September, a straight line projection on fee revenues for the Development Review Special Revenue estimates a shortfall of approximately \$436,700. With the condition of the economy in the development sector this predicted shortfall may be optimistic. Shortfalls in the Special Revenue Fund are covered by fund balance in the Administration Fund. In FY08, the shortfall resulted in a \$749,000 special appropriation. In FY09 the revenue shortfall of approximately \$210,000 had to be absorbed by the Planning Department. If there is no improvement in the revenue collections in the coming months there is a great potential that an appropriation will be needed.

MONTGOMERY COUNTY COMMISSIONERS' OFFICE

The FY10 adopted budget for the Montgomery County Commissioners' Office is \$1,208,400. Savings of 2.5% or \$27,190 would reduce the total FY10 budget to \$1,181,210. Proposed savings include \$20,190 attributed to the delayed hiring of two positions and a reduction of contract services for the preparation of Planning Board meeting transcripts. The remaining \$7,000 includes a reduced supplies and materials.

CENTRAL ADMINISTRATIVE SERVICES (CAS)

CAS includes the Department of Human Resources and Management (DHRM), the department of Finance, the Legal Department, and the Merit Board. The total FY10 adopted budget for CAS in Montgomery County is \$7,886,800. CAS savings target is \$250,000, or 3.2% of the Montgomery County side of its operations:

<u>CAS Department</u>	<u>FY10 Budget</u> <u>(Montgomery County Portion)</u>	<u>Savings</u>	<u>% of Budget</u>
Legal	\$1,292,050	(\$31,620)	-2.4%
Finance	\$4,021,900	(\$130,490)	-3.2%
DHRM	\$2,516,550	(\$86,620)	-3.4%
<u>Merit Board</u>	<u>\$56,300</u>	<u>(\$1,270)</u>	<u>-2.3%</u>
CAS Subtotal	\$7,886,800	(\$250,000)	-3.2%

Some CAS reductions will require an equal reduction in service to Prince George's County. As a result, saving \$250,000 in Montgomery County will result in a total reduction in CAS expenditures of approximately \$308,000.

DHRM

DHRM's FY10 total Adopted Budget is \$5,033,100 and 38.5 workyears. The Montgomery portion is \$2,516,550 and 18.75 workyears (one DHRM workyear is totally funded by Prince George's County Departments to supplement recruitment activities based on existing needs). The Department is 92% funded from the tax-supported Administration Funds for base operations. The Department also charges to internal service funds and to the field departments for specific activities on a pay-as-you-go basis.

Savings of 3.4% in Montgomery County is the highest percentage reduction among all M-NCPPC departments. It can be achieved, by the following actions:

- Eliminating document storage and retrieval services (microfiche services provided by two part-time contract employees (\$15,000),
- Reducing some professional services for Montgomery County departments,
- Freezing two recently vacated positions in Human Resources, and
- Deferring normal turnover hiring for up to 6 months.

These actions will increase the total frozen positions in DHRM in FY10 to six or 14%, comparable vacancy rate in the Montgomery County operating departments. There will be no impact on management analysis, since those positions have not been filled since they were established in FY08. There will be an impact, however on labor relations and recruitment. Freezing two additional positions will delay or eliminate release of the upgrade to web-based recruitment model for seasonal hiring and implementation of the upgrade and business-process re-engineering for the HRIS (NeoGov and ePersonality) system. These systems provide remote access to enable operating Departments to timely hire and correctly process personnel actions for seasonal positions. Existing employees will have to absorb mandatory workloads in such areas as processing and implementing collective bargaining contract

requirements, personnel CJIS background checks, unemployment inquiry processing and salary verifications. In addition, cutting contracts will leave no professional services for budgeting and management analysis and basically no archives services for Montgomery County for rest of the fiscal year. The Board concluded, however, that this service does not meet our needs for archival management and must be replaced with more appropriate services once the fiscal situation improves. In the meantime, the departments will have to absorb preparation of basic archival documents.

Finance Department

The Finance Department proposes saving \$130,490. To meet this target, the department will reduce professional services (\$90,000) and rents and leases (\$40,490). The impact of reducing the professional services will be the elimination of the annual security risk assessment, as well as delaying and eliminating special consulting needs for the management and implementation of current and new major corporate systems (ePersonality, Kronos, EnergyCap and Evault). Reducing rents and leases will not result in an impact as the FY10 rent was prepaid last year.

The Department will also continue to freeze the three positions (auditor, accounting technician, and programmer/analyst) from the FY09 savings plan to meet our budgeted lapse. The impact will be a reduced number of internal audits; a delay of vendor payments, and a reduction in corporate IT services. Implementing the Crystal Reports Server and the new release of EnergyCap utilities management system will be delayed hinder fulfilling field custom report requests and the ability to maintain enhancements and the project activity load. Providing adequate support for corporate database and applications will also be reduced in order to fill the gap left by the vacancies.

Legal Department

In order to achieve FY10 mid-year savings target, Office of General Counsel (OGC) must defer \$31,620 professional services programmed for Montgomery County land use functions.

Merit Board

Merit Board will seek to generate savings from cutting operating expenses.

CONCLUSION

The Planning Board will fulfill its obligations during the County's fiscal crisis. We have endeavored to recommend savings that do the least harm to programs and performance.

cc: Steve Farber, Montgomery County Council
Joe Beach, Office of Management and Budget
Marlene Michaelson, Montgomery County Council
Amy Wilson, Office of Management and Budget